



## SAINT ANN'S SCHOOL

### **DATABASE MANAGER (Remote or In person)**

Saint Ann's School, an independent, non-sectarian day school enrolling 1,100 students in pre-kindergarten through high school, seeks a Database Manager to ensure the data flowing from all sources is accurate, complete and timely. This role will be working across the Finance, HR and IT team and the matrixed environment, responsible for gathering all information to effectively and efficiently perform the necessary data validation and cleaning of data from incoming external files and the transference of data. This role requires subject matter expertise and experience in payroll process. We seek an individual with strong organizational skills and analytical thinking who is also able to work collaboratively with stakeholders at all levels in a friendly and supportive manner. This role will be full time for three to five months and can be on a consulting basis.

#### **RESPONSIBILITIES**

- Responsible for data integrity of newly created, proprietary Filemaker database:
  - Serve as the primary point of contact for all constituents
  - Use technology, analytical, and quantitative research tools and models to develop and analyze cross-functional data as needed including reviewing for duplicate or erroneous data
  - Oversees all activities related to data cleansing, data quality, and data validation using industry standards and processes
    - Audit data entry on a regular basis for accuracy and compliance
    - Validate data accuracy and research methods to standardize the process
  - Create standard or ad-hoc reports out of the database, payroll system and internal SIS to ensure compliance with regulatory and internal reporting requirements
- Create policies and process for data integrity:
  - Use functional and technical knowledge to provide end users with a general process manual
  - Trains staff with varying degrees of knowledge to effectively use databases and query tools



### **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- Bachelor Degree in data science, statistics, informatics or related discipline
- Prior experience working with human resources data, and creating, cleansing and validating data
- Working knowledge and recent experience with Filemaker required
- Experience in independent schools and/or non-profit administration a plus
- Must possess strong project management skills, solid analytical, problem-solving, planning, meticulous attention to detail and documentation skills.
- Maintain integrity and professionalism at all times
- Communicate effectively with all constituents in a school environment

### **ABOUT SAINT ANN'S SCHOOL**

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school. With a faculty and staff numbering more than 300, and 1090 students, and occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers and filmmakers.

### **COMPENSATION**

A competitive compensation package, commensurate with level of experience, plus benefits.

### **APPLICATIONS**

Please e-mail a resume along with a cover letter to [databasemanager@saintannsny.org](mailto:databasemanager@saintannsny.org). Only applications with cover letters will be considered.



### **NOTICE OF NONDISCRIMINATORY POLICY**

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.