



Job Title: Business Analyst

Department: Administration

Reports to: EVP/COO

Primary Activities and Responsibilities:

The core mission of the Business Analyst is to enable data-driven decision making across the commercial, operational, and financial functions that will lead to increases in revenue and decreases in costs. The Business Analyst will lead the development and execution of processes for gathering, cleansing, storing, and surfacing critical data that will be used to inform strategic decisions and initiatives across the operational and financial domains of Lake State Railway Company.

- Work in conjunction with commercial, operational, and financial teams to identify leading and lagging key performance indicators that are most relevant for decision making in each department.
- Develop internal processes for ongoing generation and storage of identified key performance indicators.
- Create reports, dashboards, and visualizations to enable rapid understanding of business performance.
- Institute appropriate cadence of daily, weekly, monthly, quarterly, and annual report generation to provide appropriate data visibility for leadership teams across functions.
- Coordinate gathering and collating of data and input across the organization to develop robust and timely reporting packs for Management and the Board of Directors.
- Assist with measurement of potential financial impact of identified investment project opportunities.
- Identify opportunities to enhance the business's future use of data, including the potential adoption of automated processes, and other efficiency opportunities.
- Centralize critical data into easily accessible repository with a user-friendly format for use by broader teams.
- Identify and cleanse data discrepancies (as needed) by fixing incorrect, incomplete, duplicate, or erroneous data inputs.
- Coordinate ESG and Sustainability initiative, monitor compliance and develop reporting and communication strategy.
- Prepare monthly, quarterly, and annual ESG & Sustainability reports.
- Position will be hybrid with majority of time in office.

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- Knowledge of financial principles, including Gross Margin, EBITDA, and fixed vs. variable cost structures.
- High proficiency in Microsoft Excel (e.g., pivot tables, MS query, array formulae, user-defined functions, macros, etc...), Microsoft PowerPoint and other Microsoft Office software.
- Basic knowledge of statistics, including descriptive data, data relationships, and statistical distributions.
- Familiarity with SQL, R, Python and /or other similar languages a plus.
- Experience with database and data visualization software including Tableau, PowerBi and other relevant tools a plus.
- Familiarity with RMI is a plus.

Education and Training:

- Bachelor's degree (BA/BS) in Economics, Finance, Management Information Systems or other related field required.
- Minimum of 2-4 years of experience in a related position preferred.
- This position will be subject to drug and alcohol screening.

Acknowledgement:

I understand and agree that it is my responsibility to read this description in its entirety. I also understand and agree that this job description is not designed to cover or contain a comprehensive listing of all duties, responsibilities, competencies, physical demands, or working conditions that are required of the employee for this job. Duties, responsibilities, competencies, physical demands, or working conditions may change at the discretion of Lake State Railway Company at any time with or without notice. I also understand and agree that Lake State Railway Company retains the right to eliminate the position or reassign me to another position and that my employment is at will and that Lake State Railway Company may terminate the employment relationship at any time, with or without cause or notice.

Employee Printed Name

Employee Signature

Date