

## Database Administrator/Membership Coordinator

California Bankers Association is seeking a database administrator / membership coordinator to provide leadership to the overall data management and integrity processes of the organization's Pro-Tech database utilizing Microsoft Dynamics® CRM. This role will help the organization communicate with our members and other constituents, manage the annual dues billing process, and facilitate marketing and registration of conference and program attendees, with an eye toward maintaining and ensuring data accuracy.

Candidate will take pride in a clean database and will work cross-functionally with all CBA departments to support the varied data needs. Reporting directly to the chief operating officer (COO) and working closely with the chief financial officer (CFO) and the accounting team, the database administrator/membership coordinator will have a deep understanding of the organization's data and play a vital role in operations.

A candidate with significant experience managing databases using association management software by Pro-Tech, utilizing Microsoft Dynamics® CRM 4.0, with SQL reporting capabilities is preferred. Candidates holding SQL Server certification (2008 and 2012) are desired. The qualified candidate must have strong SQL querying and reporting services (SSRS) skills as well as the ability to develop reports in Visual Studio and complete competency in writing stored procedures. A thorough understanding of Microsoft Dynamics CRM 4.0 and 2011 is required. The successful candidate must possess excellent oral and written communication skills. Competitive base salary and strong benefits package offered.

### Job Responsibilities

- Ensure that all organizational data management needs are met and effective processes are designed for acquiring, cleansing, and integrating external and internally generated data
- Assume overall responsibility for day-to-day Pro-Tech database operation and maintenance, including:
  - Entering all new data, correcting and removing existing data as needed
  - Regular database cleanup to assure accurate and non-duplicative records
  - Management and prioritization of ongoing support requests and administrative needs of other users
  - Develop and frequently use quality control reports and processes to continuously monitor and improve data quality and integrity
  - Assist users with report design and management, including generating database reports as needed
  - Identify areas for process improvement and implement solutions

- Assume primary responsibility for standardization and documentation of data entry procedures
- Oversee and perform the data import and verification process for all records and associated data fields
- Maintain system security and ensure compliance with database vendor license agreement(s)
- Plan for and implement back-up and recovery of database information and records including seamless and complete restoration of database
- Modify the database structure, as necessary, from information given by application developers

•Working with COO, CFO, VP of Communications and the accounting team, implement and manage the annual dues billing process to assure an accurate and timely dues billing and collection process

All interested candidates should please send a cover letter and resume to [CBAHR@calbankers.com](mailto:CBAHR@calbankers.com).