Data Validation Specialist
WSIPC – Reference # 20240702
Resume review will begin on July 22, 2024
Starting Salary Range $59,237 - $65,161
Number of Positions Needed: 4
The salary is dependent on experience and qualifications

Candidate must reside in Washington State or be willing to relocate to Washington State.

Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where…
We are a team – We care about the growth and development of our people and the Cooperative.
We pursue excellence – We are continuously learning, and striving to improve our skills, services and culture.
We are passionate and creative – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.
We are accountable and supportive – We take responsibility for our decisions and collaborate to ensure the best outcomes.
We communicate honestly – We work in a transparent, open, and trust-based environment.
We have serious fun – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.
We serve our community and we *are* our community – We are part of the community we serve and we are invested in its success.

About the Product Support & Services Department
WSIPC Product Support & Services (PSS) is passionate about service. Our client's success is our focus. While there is uniqueness to each of the PSS support teams, the goal of the department remains the same, which is to serve and support our clients while meeting WSIPC's Vision - to be the exception in service. The Product Support & Services department is comprised of open-minded leaders who welcome everyone's ideas and suggestions, fostering innovation and prioritizing change. We are good listeners, reliable, open to feedback, strive for continued development, and value opportunities to build workplace relationships.

About the Position
WSIPC is seeking a dedicated data validation specialist who is passionate about serving others. In this role you will collaborate with product teams within the Product Support & Services department and with project teams working on their migration to a new platform. The primary responsibility of this role is to validate K-12 student, finance, and/or HR-payroll data, ensuring the success of the data migration process.

Ideal Candidate Traits & Qualifications
- Experience in Data Management: Proven track record of managing and validating large datasets, with a focus on accuracy and integrity
- Analytical Skills: Strong ability to conduct thorough reviews of core datasets, evaluate data issues, and monitor data trends
- Reporting Proficiency: Capability to prepare comprehensive data quality and risk assessment reports for various stakeholders

- Administrative Skills: Experience in generating data capture templates and contribute to related support activities
- Quality Control: Knowledge of quality control standards and procedures used to maintain data integrity
- Communication Skills: Ability to communicate complex ideas and processes effectively to both technical and non-technical audiences
- Collaboration: Demonstrated ability to work effectively with product teams and on project teams, particularly in a migration context
- Attention to Detail: Meticulous attention to detail to ensure thorough validation of data that meets project milestones
- Problem Solving: Aptitude for investigating data discrepancies and providing solutions
- K-12 Understanding: Familiarity with K-12 business operations

Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to thirteen holidays, medical, dental, vision, paid vacation and paid sick leave. We have a **hybrid work model** and **some remote working options**. Visit www.wsipc.org for a full list of benefit offerings.

Apply Now!

What a great place to work! Apply now by submitting your resume to employment@wsipc.org

Willing to relocate to the State of Washington? Candidate must reside in Washington State.

WSIPC is an EOE.