UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Financial Reporting Analyst

DIVISION: Administration (Controller’s Office)

REPORTS TO: Assistant Controller (Financial Systems)

GRADE: 13

SUPERVISES: N/A

BASIC FUNCTION:

Responsible for technical financial reporting support, development and maintenance on PeopleSoft Financials. Function as a liaison between the Controller’s area operational users and the technical resources in the MIS Department. Participate on the PeopleSoft team as the technical lead for financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Be responsible for the daily maintenance of financial report generation, distribution and security. In the event that issues regarding database, reporting table or other technical aspects arise related to the generation, distribution or integrity of the reports, and which cannot be otherwise resolved, present the issue(s) to the appropriate MIS technical staff.

Work with the functional user to define reporting requirements necessary for developing Crystal, nVision or Query reports. Maintain a list of report requests and work with the Assistant Controller, Financial Systems, to research needs and prioritize requests.

Coordinate testing for all system production and development reporting issues, functionality enhancements, patches and software upgrades.

Develop report table requirements and work with MIS technical staff to design and/or modify reporting tables and SQR reports. Test the report(s) for accuracy, completeness, validity and to ensure that they/it reconcile(s) to the source data.

As necessary, review report(s) with users to ensure that the report(s) is/are complete and meet(s) user requirements. Create report books and provide MIS with the scheduling and generation requirements for the reports. Maintain a list of current and valid reports.

Develop procedures to ensure that all public financial queries and reports are validated and approved prior to being made publicly available. Periodically review reports and public queries to ensure their continued validity.
Responsible for the development of training documentation and for delivering training to appropriate users. Train the Controller’s staff on query development, maintenance and troubleshooting, as well as on the basic and advanced features of nVision.

Meet with the Controller’s staff and the business managers on a regular basis in order to understand and assist with any business or system issues affecting their reporting requirements. Define and document system specifications for the technical resources, if necessary, and assist with business process flow enhancements, such as reconciliation reports.

OTHER DUTIES AND RESPONSIBILITIES:

Serve in a “backup role” capacity for the administration and maintenance of the PeopleSoft Financials Systems security. Serve as backup for network security for users within the Controller’s department.

As required, assist the PeopleSoft Financials team with special projects, such as year-end, system upgrade, system implementation, etc.

Perform additional duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree, preferably in a business-related field. a minimum of five years of experience working with enterprise resource planning (ERP) systems, including one year with supporting, developing and maintaining financial reporting applications, preferably with PeopleSoft nVision, query and Crystal Reports, preferably in a higher education environment; knowledge of SQL; ability to communicate effectively orally and in writing; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; excellent interpersonal skills, with demonstrated ability to be a team player; ability to prepare and deliver effective oral presentations before small, medium and large groups of people, including faculty and administrative staff, on assigned work and related subjects. Preferred: Master’s degree; PeopleSoft training certificates.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODE INDIVIDUALS WITH DISABILITIES.