UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, HCM & Financial Systems

DIVISION: Business & Finance (Budget Office)

REPORTS TO: Assistant Director, Budget

GRADE: 10

BASIC FUNCTION:

Prepare and review data related to the University’s budget, Human Resources and Financials systems. Perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform basic analysis of issues occurring with the Human Resources system and its interaction with the Financials system.

Document and communicate information to campus users, verbally and in writing.

Perform data analysis and independent research necessary to resolve user issues and problems in a timely manner.

Interpret and explain system reports and data for users.

Identify, recommend or assist in developing or improving policy and/or process changes for increased efficiency.

Compile and prepare data for use by superiors.

Serve as liaison and resource for various campus units.

OTHER DUTIES AND RESPONSIBILITIES:

Manage day-to-day budget execution, including the review and approval of budget modifications, personnel action and procurement forms.

Perform all related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management software; PeopleSoft Human Resources ERP system.
ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree required. The following are also required: work experience in PeopleSoft Human Resources ERP system; strong analytical and computer skills, including use of spreadsheet applications; strong interpersonal skills and ability to communicate effectively verbally and in writing; demonstrated ability to understand basic mathematical and economic concepts.

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