UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Financial Reporting Analyst (Reports Developer)

DIVISION: Administration (HR/Budget Offices)

REPORTS TO: Executive Business Analyst

GRADE: 13

SUPERVISES: N/A

BASIC FUNCTION:

The Office of Human Capital Management (HCM) oversees multiple Human Resource Information System (HRIS) modules, as well as integration with the University's financial services modules. Responsibilities for this position include the following: Support HCM policy planning, information requests and program development; technical financial and human resource reporting, including defining necessary reporting requirements using available Oracle/PeopleSoft applications, such as SQL and query/Crystal reports; and assist with Oracle/PeopleSoft business systems, including new implementations, upgrades, business process design, mapping and documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with users to analyze and define the reporting requirements necessary for developing reports using available reporting tools such as PSQuery, SQR, and Crystal. Work with senior HCM staff to research needs and prioritize requests.

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

Develop report table requirements and liaison with University Computing Systems (UCS) technical staff to design and/or modify reporting tables and SQR reports. Test the reports for accuracy, completeness and validity, and reconciliation to source data.

As necessary, review reports with users to ensure the reports are complete and meet user requirements. Provide UCS staff with scheduling and generation requirements for reports. Maintain a list of current reports.

Develop procedures to ensure that all public queries and reports are validated and approved prior to becoming publicly available. Periodically review reports and public queries to ensure continued validity.

Perform daily maintenance and monitoring of report generation and distribution. Identify and resolve issues and serve as main liaison with UCS technical staff for reporting issues.

Develop training documentation and instruct appropriate users on query development, maintenance and troubleshooting.

As appropriate, meet administrative users to understand and assist with any business or system issues affecting users reporting requirements.

Review report requests and existing reports and, as necessary, recommend changes to specifications and assist with business process flow enhancements.

Participate in the development of department standards and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

As required, assist the HCM team and administrative users with special projects.

Perform additional duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Mainframe, client/server and personal computers; database, workflow, middleware, spreadsheet and project management software; Oracle/PeopleSoft Student Administration/Human Resource (SA/HR) modules for higher education; Application Engine and Application Designer; SQL/SQR, Crystal, Query and nVision, Trace tools, Oracle databases and distributed application models.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Minimum Requirements: Bachelor's degree, preferably in a business, personnel administration or information technology related field; five years of experience working with Enterprise Resource Planning (ERP) systems, including one year supporting, developing and maintaining financial and/or human resource reporting applications; knowledge of SQL and relational database technology; ability to communicate effectively; ability to manage multiple priorities effectively.

Preferred Requirements: Master's degree; professional experience at a research university; PeopleSoft Training Certificates; understanding and experience working with Oracle/PeopleSoft reporting applications, including nVision, query and Crystal reports; understanding of the interface between legacy and web-based systems.

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