

Job Code:.....100897-2018
Position #: (PSA) (E).....7805
Developed by.....SB
Reviewed by.....SG/PEC
Approved by.....LK
Date:..... 5/11; 12/18

University of Rhode Island
Position Description

TITLE: Specialist, Controller's Office/Financials Functional Support

DIVISION: Administration (Controller)

REPORTS TO: Associate Director (Financial Systems)

SUPERVISES: N/A

GRADE: 12

BASIC FUNCTION:

Support the functional operations of the University's PeopleSoft Financial management system. Responsibilities include, but are not limited to, functional production support, new development, upgrade testing, implementation, university - wide training and data reconciliation. Work closely with PeopleSoft Financial functional and technical resources to maintain and enhance the financial systems, and support the functional users throughout the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Working as part of a production support team, provide end user support and training. Document and test PeopleSoft as needed. Help desk support for the functional financial users when production issues are encountered.

Develop, update, and maintain system documentation and training material for functional users.

Develop and conduct training classes/videos using various methods for new and existing functional users on PeopleSoft Financials.

Responsible for meeting with functional users on a regular basis to understand and assist with any business or system issues. Help with business process flow enhancements. Assist in the creation of data conversion for new interfaces.

Perform or assist "power users" on functional testing for production issues, application fixes, functionality enhancements, upgrades and new implementation.

Assist with developing, updating, and maintaining system documentation and training material for functional users.

Complete or assist in the development of routine or special financial reports or queries.

May assume the role of the functional "Power User" for a specific module, with responsibility for creating and running queries, assisting with data reconciliation, and running processes when needed.

Assist with administration and maintenance of the PeopleSoft Financial Security for functional users. Support functional network users within the Controller's staff by serving as liaison with the University's Network Administrators and the State of Rhode Island ERP and payroll systems.

Assist with hardware and software support within the Controller's Department.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; Microsoft products including Excel, Word, PowerPoint, and Access.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, business administration, finance, computer science or other business related field; Minimum of three years of experience working with financial applications/ERP systems; Demonstrated computer skills, including Microsoft Office products; Demonstrated presentation skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to balance multiple priorities and to be a team player; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated PeopleSoft Financials experience with production support and ongoing maintenance; Demonstrated PeopleSoft 9.2 experience with travel and expenses; Minimum one year experience developing and training end users with various training tools, Demonstrated problem solving experience; and, Demonstrated experience working with large amounts of data using pivot tables, VLOOKUP and macros.

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