JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Financial Systems Analyst

Job Code: 1003

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Supports financial application systems by developing web applications, maintaining the financial accounting system, generating reports, assisting in implementation, and providing training.

- Interfaces with users to determine their needs. Explains system requirements and capabilities and resolves application related issues in coordination with the Financial Systems Administrator.
- Coordinates, develops, and conducts user training for financial application systems in conjunction with other departmental staff.
- Analyzes problems in terms of management information requirements.
- Troubleshoots the existing management information systems.
- Generates financial and system reports. Supports routine processes and report preparation.
- Performs routine maintenance of application data structures for financial accounting system.
- Provides assistance for cyclical processing, reporting, and reconciliation.
- Develops web-enabled communications and applications.
- Updates the functional website to ensure the accuracy of data, material, and links contained within the site.
- Supports implementation/upgrade efforts and serves on implementation/upgrade team(s).
- Coordinates financial application system planning.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor¿s Degree in Management Information Systems - MIS, Accounting, Business Administration, or related field.

Experience:

Required: 36 months experience in system analysis, database management, or financial management.

Required Certifications or Licenses:

None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

· Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
· Ability to communicate effectively verbally and in writing including the ability to prepare and deliver effective verbal presentations before small, medium, and large groups of people.
· Ability to plan, implement, and administer financial information and control systems.
· Ability to compile, analyze, interpret, and present complex annual financial reports, statements, and/or projections.
· Knowledge of a range of automated financial systems and applications software.
· Knowledge of the principles, processes, and standards for integrated financial analysis and reporting as related to a public institution. Database management skills.
· Ability to provide technical guidance and leadership to professional personnel in area of expertise.
· Excellent problem-solving.
· Ability to provide responsible, timely, detailed status of progress and expectations.
· Ability to identify process improvement opportunities through modification of existing or development of new systems.

Working Conditions

Physical:

- Sitting for prolonged periods. Manual dexterity. Use of computer and answer telephones.

Environmental:

- Standard Office Environment.

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