



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/13
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

System Integration and Reporting Analyst

JOB SUMMARY

Provides support for data analysis and reporting to staff in the Office of the Controller. Analyzes and evaluates data in Colleague and Oracle Financial System and assures congruence and validity in the interface between these systems. Formulates data queries, designs and runs reports to fulfill reporting requirements and the needs of TWU management for information from the financial systems. Work is performed under the direction of the Associate Vice President-Finance, Controller & Treasury and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President-Finance, Controller & Treasury

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides data analyses and reporting assistance to the Controller's staff.
- Analyzes data base structure to locate and select specific information required for completion of management reporting requirements.
- Monitors transactions posted to the General Ledger Financial System (Oracle) from the Student Financial System (Colleague) to ensure accuracy and integrity.
- Provides queries and compilations of data gathered from both Oracle and Colleague to enable completion of reports required by the Board of Regents, state and federal agencies.
- Provides lead support in the development of reports prepared to assist TWU functional user's efficiency in conducting daily tasks and fulfilling their responsibilities.
- Assists with testing new releases and upgrades in the financial systems. Plays a lead role in implementing, developing, and troubleshooting any patches or other modifications of the financial systems.

- Prepares Accounts Receivable reports from both financial systems to ensure the synchronization of data in both systems.
- Provides data to assist in the preparation of general ledger reconciliations.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Finance, or a related field. Additional years of job related experience may substitute for some of the required education on a year for year basis. Technical Degree or Certification may be substituted for Bachelors Degree.

EXPERIENCE

Five years of accounting or business information systems experience, including experience with query languages and report writing tools. Mastery of Microsoft Excel (to include macros as well as design and development of pivot tables). Programming experience with Visual Basic for Applications, SQL and Uniquery statements.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of Colleague and Oracle Financial Systems.
- Knowledge of analytical methods and accounting standards/requirements.
- Master level skills with Excel spreadsheets and data query tools.
- Master level skills for financial analysis and technical writing – should be able to comprehend statutory language and develop specifications for reports that satisfy statutory requirements.
- Effective skills for verbal and written communication and collaboration.
- Ability to analyze system problems and develop methodologies providing efficient utilization of existing capabilities.
- Ability to evaluate, organize and prioritize work to optimize resource utilization.
- Ability to interpret policies and procedures to determine information required for accurate completion of required reports.

- Ability to establish and maintain effective work relationships with staff, faculty, and the public.
- Ability to respond to emergency situations in a timely and effective manner.
- Ability to analyze accounting systems for proper internal controls and reporting capabilities.
- Ability to analyze accounts, statements and other financial information for accuracy, completeness, and compliance with governing regulations.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ ***Date:*** _____

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Reporting Analyst
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Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.