



**DATE ISSUED:** 03/15  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Financial Systems Analyst

### **JOB SUMMARY**

Provides financial and technical oversight of procurement processes. This position supports the Procurement Services Office to assure that all transactions processed through the system are accurately posted to the general ledger and the Uniform State Accounting System for the State of Texas in a timely manner. The individual will serve as a team resource to improve accounting processes through optimal utilization of the Oracle Financial System. Determines own work methods and solves problems utilizing technical and/or specialized knowledge. Work is performed under minimal supervision 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:* Director of Procurement Services/HUB Coordinator

*Supervises:* No supervisory responsibilities

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

- Resolves financial and technical issues related to Procurement Services and Budget Office.
- Serves as liaison between Procurement Services and the Office of Technology to translate user functional requirements into technical specifications as define/requested by functional subject matter experts.
- Provides ad hoc data queries or reports to the Procurement Services Office for analysis and reporting.
- Promotes professionalism, a positive work environment, spirit of cooperation and support for coworkers.
- Monitors interfaces between general ledger and iProcurement, Purchasing, Accounts Payable, Accounts Receivable, iExpense and Budgeting to assure accuracy and timeliness of transactions posted to the general ledger.
- Troubleshoots data or transaction issues related to Procurement and Budgets.

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- Creates, monitors, and solves issues for requisition approval process using Approval Management Engine (AME) as defined by functional subject matter experts.
- Creates, monitors, and solves issues for alert notification using Oracle Alerts as requested/defined by functional subject matter experts.
- Monitors and solves issues for purchase order approval process using Oracle Workflow.
- Monitors and analyzes impacted patches related to Procurement and Budget applications.
- Participates in the implementation of new upgrades and enhancements to the financial systems application.
- Maintains currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.
- Serves as Uniform State Accounting System coordinator, including security duties, for the University.
- Provides information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses & recommendations.
- Provides spend analytics as related to spend throughout the university and across all modes of procurement as requested by the strategic sourcing management team.
- Provides ad hoc, scheduled and required HUB data to the HUB coordinator team.
- Reconciles the accounts payable trial balance account on a monthly, quarterly and annual basis.
- Reviews options to leverage new functionality.
- Runs daily check and EFT processes and submits files to the depository bank.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree in Accounting, Finance, or a related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **EXPERIENCE**

Five years of Financial Analysis and System Administration experience. Experience with Oracle Tutor, Web-ADI, FSG and Discoverer preferred.

## **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, accuracy, and timeliness in technical aspects of OFS processes as related to purchasing, accounts payable, budget and general ledger.
- Ability to provide OFS technical expertise to assist Procurement Services staff.
- Master level skills with Excel spreadsheets and data query tools, preferably SQL.
- Working knowledge of office practices and methods.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related 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 this 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.

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**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:** \_\_\_\_\_

**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.***