

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION,**

FUNCTIONAL ANALYST - STUDENT FINANCIAL SYSTEMS

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

FLSA STATUS: EXEMPT – 25-P

GENERAL STATEMENT OF JOB

The Functional Analyst serves as strategist and subject matter expert to Financial Services, focusing on the Student Financials area of PeopleSoft (PS) and Campus Solutions (CS). The individual in this role will also act as liaison between student financial staff, PeopleSoft developers and the core technology services team, clarifying business requirements and performing functional quality assurance testing before implementation in production. The Functional Analyst is expected to be able to technically produce queries and reports for student financial users.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides functional expertise by delivering support for the College's PeopleSoft system. Recommends solutions that utilize technology and emphasize efficiency and effectiveness while maintaining internal control. The Functional Analyst is responsible to understand transaction cycles to insure that any recommended changes to procedural process or technological process are designed to prevent or timely detect errors or irregularities.

Develops both simple and complex queries and reports within PeopleSoft to facilitate data needs for staff. The Functional Analyst is responsible to work with users to determine their needs and to develop reports and queries to answer business questions using available report writing tools. The Functional Analyst will test developed reports and queries with end users and once accepted, will provide appropriate users with written report definitions and instructions for use.

Employs independent judgment and discretion regarding system troubleshooting and emergent issues. Researches and analyzes complex system issues and provides recommended solutions in a timely fashion. Solutions to be recommended may range from a change in a process step to revamping an entire process. Creates functional specifications for PeopleSoft technical developments and enhancements.

Routinely reviews and analyzes business process, workflow procedures, and job functions to provide insight and solutions for improvements. At year end, the Functional Analyst will verify with functional staff that subsidiary ledgers are in balance with control accounts for accounts receivables.

In conjunction with the Bursar, ensures compliance with all federal, state, and college policies; coordinates identification of needs and development of documentation for new and existing systems and functionality in the Student Financials area.

Assist the Bursar in the development and implementation of business processes, process workflow, application planning and updates and system security; monitors and reviews all processes and recommends enhancements and technical solutions to better the efficiency and service of the Student Financials Department.

Plans periodic audits of information flowing into and out of Student Financials/CS modules to ensure data integrity and optimum system performance.

Coordinates the resolution of issues associated with planning, implementation, and post-conversion utilization of PeopleSoft (Financial & Supply Chain Management) FSCM and Campus Solutions (CS) software changes as they relate to student financial information.

Participates in issue resolution teams consisting of student services, finance, human resources, and the core technology services team.

Serves as a trainer for the student financial area of PeopleSoft. Position will assist in ensuring that training materials are kept current with new releases and that the training meets the needs of end users to efficiently and effectively use the College's responsible for develop testing validation requirements for system testing. The Functional Analyst will review new releases to be implemented and coordinate training in advance of User Acceptance Testing so that testing and acceptance of upgrades provides enhancements to the CS and FSCM modules especially as related to the student financial area.

Provides first level production support and assists end users in problem resolution. Problem resolution could range from helping an end user know the functionality of a screen or process to convey issues to core technology services team for resolution.

Collaborates with the core technology services team to review and approve PeopleSoft application modifications, patches and upgrades. Leads functional testing of patches, upgrades, and other program changes to the system. Acts as a point of contact for the Student Financial areas of PeopleSoft.

Maintains strategic perspective on the operational impact of functional business requirements against existing and planned PeopleSoft deployments and upgrades. Performs detailed analysis of FSCM and CS system requirements to understand business needs.

Collaborates with core technology services team to evaluate solution alternatives and influence recommended solution using delivered PeopleSoft functionality balancing the optimal use of configuration and development.

Assists in establishing PeopleSoft system testing requirements and conducts regression and integration tests to ensure application requirements are successfully met. Will function as functional project leader during PeopleSoft System implementations, including hardware/software installation and user training.

Provides production issues resolution analysis and support.

Updates and maintains database tables.

Provides ad hoc reporting in response to management and production support requests.

Attends meetings with users to discuss project progress and prioritize system needs.

Maintains PeopleSoft Systems professional growth and development through seminars, workshops, and professional affiliations to maintain certification/licensure, and/or keep abreast of latest trends in field of expertise.

Maintains a positive image when dealing with department personnel and other College employees.

Performs other site and position specific duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff or student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree, from an accredited college or university supplemented by five (5) years of related experience working with PeopleSoft applications. Effective written and verbal communications ability.

PREFERRED QUALIFICATIONS

Bachelor's degree, from an accredited college or university supplemented by seven (7) years of related experience working with PeopleSoft applications, version 8.9 and up, in a post-secondary environment. Effective written and verbal communications ability and excellent project coordination skills. Functional accounting, finance or procurement experience. Experience using report writing software.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 5/17; revised 12/2018