



DATE ISSUED: 04/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

System Integration and Reporting Analyst

JOB SUMMARY

Provides technical support to users within the Office of the Controller. Analyzes and evaluates data in Colleague and assures congruence and validity in the interface between these systems. Formulates data queries and designs reports to fulfill the needs of the TWU management for information from the financial systems. Work is performed under the direction of the Associate Controller 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 Controller

Supervises: No supervisory responsibilities

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

Monitors transactions posted to the general ledger from the Colleague Financial System to ensure accuracy and integrity.

Ensures the integrity and successful integration of data from Colleague into Oracle.

Provides technical assistance to the Controller's staff.

Analyzes documents, data base structure and management report requirements.

Analyzes Colleague system and procedures for consistency and continuity.

Provides queries and compilations of data gathered from the Colleague Financial System to support specified reports as required by the Board of Regents and State agencies.

Provides lead support in the development of reports that will assist TWU functional user's efficiency in conducting daily tasks and fulfilling their responsibilities.

Assists with testing new releases and upgrades in Colleague. Plays a lead role in implementing, developing, and troubleshooting any patches or other modifications of the Colleague System.

Prepares AR reports from dual financial systems to ensure the synchronization of data in both systems.
Maintains informational website.
Assists in the preparation of general ledger reconciliations.

ADDITIONAL DUTIES

Assist in training other staff members to run reports created for their use.
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 report writing tools, and Uniquery statements.

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

Knowledge of Colleague and Oracle Financial Systems.
Knowledge of management methods and accounting requirements.
Ability to analyze system problems and develop efficient utilization of existing techniques.
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 students, faculty, staff, and the public.
Ability to communicate effectively-orally, by phone, in person, and in writing.
Ability to analyze accounting systems for proper controls and reporting capabilities.
Ability to analyze accounts, statements and other financial information for accuracy, completeness, and compliance with governing regulations.
Ability to use word processing software, spreadsheets, and accounting software.
Ability to accurately perform detailed work amid distractions.
Ability to write by hand.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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:** _____

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.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or 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.