

Class Code:.....0616-Rev
Position #:(PSA).....
Developed by:.....RG
Reviewed by:.....SG
Approved by:.....
Date:.....3/98;.07/09

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Accounting (PeopleSoft Management System)
DIVISION: Administration (Controller)
REPORTS TO: Assistant Controller, Financials System
GRADE: 12
SUPERVISES: N/A

BASIC FUNCTION:

Coordinate the functional operations of the PeopleSoft Financial Management System as they relate to the University's PeopleSoft Financial System, including, but not limited to, new systems development and implementation, and systems reconciliation. Work closely with PeopleSoft Financial Team technical and functional resources to maintain and enhance the financial systems and support the functional users throughout the University. Responsible for monitoring and maintaining computer hardware and software within the Controller's Department. Work closely under the direction of the Assistant Controller(Financials System).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as first point of contact for the functional financial users when production issues are encountered. Perform the first level of support by working with the user to clearly define the issue. If unable to resolve the issue directly with the user, present the issue to the PeopleSoft Financials Team.

Collect and/or verify the data fed into the Financial Records Systems, reviewing for accuracy, timeliness, and completeness.

May conduct training classes/sessions for new employees in the Controller's Department or other departmental business offices. Responsible for training existing system users on the new functionality being rolled out in the system. Assist the Associate and/or Assistant Controllers in developing and instructing training classes for functional users and Controller's staff.

Responsible for meeting with functional users on a regular basis to understand and assist with any business or system issues within their module. Help with business process flow enhancements. Responsible for assisting in the creation of data conversion for new interfaces.

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Perform or assist "power users" on functional testing for production issues, application fixes, functionality enhancements, upgrades, and new implementations.

Assist the Associate and Assistant Controller with developing, updating, and maintaining system documentation and training material for functional users.

Complete or assist in the development of routine or special financial reports or queries.

May assume the role of the functional "Power-User" for a specific module, with responsibility for creating and running queries, assisting with data reconciliation, and running processes when needed.

Responsible for the administration and maintenance of the PeopleSoft Financial Security for functional users. Support functional network users within the Controller's staff by serving as liaison with the University's Network Administrators and the State of Rhode Island ERP systems, etc.

Maintain a computer hardware and software inventory for the Controller's Department. Review specs and purchase requisitions for the purchase of new computer hardware and software for the Controller's Department.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in accounting, business administration, finance, or other business-related field, as is a minimum of three years of experience working with financial applications/ERP systems, or equivalent experience; strong computer skills, including spreadsheet, database management, query, and word processing; ability to communicate effectively, verbally and in writing; excellent interpersonal skills, with ability to be a team player and to work with a diverse population; ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. **PREFERRED:** Experience with ongoing PeopleSoft production support and maintenance; ability to troubleshoot and resolve issues and to reconcile data.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.