

Class Code:.....0757
Position #:(NUNC).....
Developed by:.....CR
Reviewed by:.....SG
Approved by:.....LK
Date:.....5/07

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Budget & Financial Planning/Systems
DIVISION: Administration (Budget & Financial Planning)
REPORTS TO: Associate Director, Budget & Financial Planning
GRADE: 7
SUPERVISES: May supervise student assistants

BASIC FUNCTION:

Under the direction of the Associate Director, Budget & Financial Planning, be responsible for setting up and maintaining various tables on PeopleSoft Human Capital Management System (PS HCMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain the PeopleSoft HCM Department Table and Department Security Tree, ensuring synchronization with the comparable PeopleSoft Financials Tree.

Review, analyze and troubleshoot data on various reports generated by PS HCMS.

Train department staff on both the Legacy HR system and the PS HCM as required.

Maintain current knowledge of the integration required between the PeopleSoft HCM and Legacy HR systems. Maintain documentation of such, and utilize this knowledge to anticipate future system needs.

Set up and maintain PeopleSoft HCM account code table, analyzing and troubleshooting related departmental requests.

Liaison with the Payroll Office as needed to ensure all account codes are valid for paydays.

Analyze and troubleshoot requests for, and set up and maintain PeopleSoft HCM FTE's for graduate assistant and graduate research assistant positions. Monitor and resolve issues pertaining to salary distribution for College Work Study Grant students.

Monitor and resolve issues regarding grant end dates for job records with regard to salary distribution, being watchful for soon-to-expire grant funding. Alter salary distributions as necessary.

Provide input regarding Class Master changes on the Legacy System and corresponding changes to the University's Table of Organization, ensuring consistency between the two.

OTHER DUTIES AND RESPONSIBILITIES:

Contribute to departmental recommendations for developing and/or improving policy and/or process.

Prepare and maintain spreadsheets.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet, database management software; fax and copying machines; calculator.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Associate's degree preferred; high school diploma required. The following are required: at least three years of experience in a position requiring progressively responsible experience in the capacity of administrative assistant in a complex professional environment, preferably in a higher education setting; excellent time management and organizational skills in a multiple priority environment; proficiency with word processing, spreadsheet, and database software; experience using electronic financial systems; excellent interpersonal and written and verbal communication skills; ability to troubleshoot and analyze alternatives; demonstrated ability to work independently; demonstrated ability to maintain confidentiality; demonstrated ability to work in a culturally diverse environment. The following are preferred: Three years of experience working in a higher education setting; experience working in a budget office environment; proficiency with PeopleSoft HCM or similar software.

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