

UW System Administration
IS Business Automation Specialist - Project
Job Announcement Code(s): 09-03281

Location(s): Dane
Classification Title(s)/JAC: IS BUSINESS AUTOMATION SPECIALIST - 0903281
Job Working Title(s): IS Business Automation Specialist
Type of Employment: Full Time (40 hrs/week)
Salary: Starting pay will be between \$52,793 and \$78,000 depending upon qualifications. Schedule/range 07-02.
Contact: Diane Lund, Human Resources Specialist-Senior, 608-263-7968, dlund@uwsa.edu
Bargaining Unit: Fiscal and Staff Services
Area of Competition: Open
Deadline to Apply: 11/9/2009
Completed application materials must be received by 4:30 p.m. on Monday, November 9, 2009.

The UW System Administration, Office of Shared Financial System (SFS) is currently seeking applicants to fill a full-time IS Business Automation Specialist project position.

Job Duties: Under general supervision of the Director of Financial Operations, this position will provide functional expertise in support of the SFS-HRS project with specific knowledge in the General Ledger area including understanding of subsystem journal processing (journal generator, journal upload), allocations, interfaces to external reporting agencies, and delivered integration with the Human Capital Management Suite. This position will participate in analyzing business processes and data needs and translating business rules for IT systems; facilitate the redesign of business processes; and work closely with DoIT, UW-Madison technical staff to coordinate analysis, development, testing, and implementation of SFS-HRS integration points. In addition, it provides support for SFS functionality; trains staff; and creates and maintains system documentation.

Special Notes: A criminal background check may be required.

Job Knowledge, Skills and Abilities: Well qualified candidates will have a comprehensive knowledge of business processes and excellent analytical skills; knowledge of Peoplesoft (ERP) General Ledger Ledger module; comprehensive knowledge of reporting tools (Brio, Hyperion, nVision, Query, etc.); computer skills including knowledge of Windows and MS Office Suite; knowledge of basic accounting principles; ability to develop business processes, and functional specifications for ERP systems; excellent analytical skills, oral and written communication skills; strong interpersonal skills to work effectively and diplomatically with a wide range of individuals at all organization level; the ability to work both independently and part of a team; and the ability to work under pressure in time sensitive, mission-critical situations. This position must ensure the security and confidentiality of University of Wisconsin System records and information; protect against any anticipated threats or hazards to the security or integrity of such records; and protect against unauthorized access to or use of such records or information.

How to Apply: Eligible applicants should submit a letter of interest listing qualifications for this position and a professional resume including current contact information for three supervisory references to: Demi Wiemann; UW System Administration, Office of Human Resources; 780 Regent Street, Suite 230; Madison, WI 53715; Fax: (608) 265-9834; dwiemann@uwsa.edu on or before Monday, November 9, 2009. Direct questions to Demi Wiemann at (608) 263-4390.