



POSITION AVAILABLE

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	OPEN
POSTING DATE:	03/02/2010
CLOSING DATE:	
POSTING NUMBER:	AAN1017
LOCATION:	Central Office
POSITION:	HR/Payroll/Accounting Information Systems Analyst
JOB QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Experience in database management using Oracle and/or MS SQL Server. 2. Five years of work experience in system development & maintenance 3. Understanding of business process in the field of HR/Payroll & Accounting 4. Experience with Discoverer: a business intelligence reporting tool used for creating ad-hoc reports and dashboards 5. Excellent analytical skills in the field of data, system, business processes and end-user needs 6. An understanding of Windows server system management to include hardware configuration and user setup. 7. Public sector experience
JOB DESCRIPTION:	<p>Works under the Department of Technical Services (TS) to provide technical support of the Finance and Human Resources systems. Applicant should exercise initiative to acquire knowledge, demonstrate flexibility to adapt to changing conditions, work in a collegial and collaborative manner across departments.</p> <p>Responsible for the operation of the HR and Finance enterprise management systems, this role requires an understanding of HR, Finance and Payroll procedures and the school division's broader business objectives.</p> <p>There is a heavy customer service and technical support component, assisting users, interpreting their issues within the system definitions, and communicating solutions. After 5pm work support may be required.</p>
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Provide day-to-day technical support and problem solving services to the following three functional areas: human resources, payroll, and accounting 2. Provide timely and client-oriented technical support for human resources, payroll and accounting services 3. Proactively and collaboratively identify opportunities for business process

improvement.

4. Understand user objectives and advise users on the best way to accomplish a business objective with the systems.
5. Install and update software for both production and test environments
6. Provide instructions to technical personnel for configuring user access to systems
7. Monitor, coordinate, and review testing of updates and new releases of software
8. Monitor databases and data. Identify and correct problems or corrupt data. Coordinate solutions with appropriate users. Write scripts using SQL, Access, Excel, and Discoverer to identify inconsistencies or errors
9. Setup and maintain nightly maintenance procedures.
10. Work with software vendors for the reporting of problems.
11. Create users and configure the appropriate access level for their position
12. Maintain and document the correct procedures for reports
13. Assist and train users with Discoverer reports
14. Set up and maintain the reporting business areas that are used in Discoverer
15. Set up and maintain roles and procedures used by third party reporting tools to access the payroll and finance system.
16. Write functions that are loaded to the Oracle and SQL Server databases and used with the various reporting and maintenance tools
17. Write and maintain the user calculations that are used in the human resources, payroll and accounting system
18. Other duties as required

**REQUIRED
EXPERIENCE:**

**EMPLOYMENT
INFORMATION:**

240 day, 12 month position.

MONTHS / HOURS:

SALARY:

Support Administrative Scale, SAS-7, depending on experience.

DAYS:

240

FROM - TO -

GRADE / STEP:

START DATE:

Immediately

For additional information on how to apply, click [here](#).