

**PERALTA COMMUNITY COLLEGE DISTRICT - July 16, 2010**

**CLASSIFIED JOB DESCRIPTION**

**SYSTEMS ANALYST (STUDENT/FINANCIAL APPLICATIONS)  
(SEIU Local 1021 Salary Range 114)  
Job Code: 975**

**CLASS PURPOSE**

Under direction of the Vice Chancellor of Finance or designee, the Systems Analyst (Student/Financial Applications) is responsible for the development and maintenance of mission-critical, district-wide administrative software systems.

*(This class differs from Application Software Analyst in its emphasis on knowledge and skills working with accounting and financial data.)*

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Performs business analysis and develops standards for student financial applications and related technologies. Trains team members on standards.
- Maintains and updates student financial systems configuration and tables to insure accuracy in computation of students accounts.
- Supports and manages the student financial enterprise applications in production, ongoing development, upgrades, and enhancements.
- Work closely with College Business Managers and Bursars to identify existing systems problems and implement effective solutions in line with business objectives, departmental goals, and requirements.
- Analyzes and reconciles student accounts receivable with subsidiary ledger and general ledger on a monthly basis.
- Manages the collection of student accounts receivable including referral to the state COTOPS program. Sends out periodic statements, sets up and maintains payment plans.
- Makes recommendations based on a review of historical data to write off bad debts.

**Job Description:** Systems Analyst/Student Financial Applications

- Supports projection of budgeted student based revenue and prepares reports comparing budget to actual, receivables to collections, and related general ledger postings.
- Writes business procedures and system manuals for student financial systems.
- Conducts training in both computer systems and operational business procedures related to student financials.
- Participates regularly in meetings with a user group that consists of key stakeholders associated with the student billing system to obtain input on system improvements.
- Provides general system support for staff, troubleshooting problems, and system setups; establish timelines for processes (including tuition calculation and related fees, billing, disenrollment, collections communications, payment deadlines, refunds and 1098T filing); and participate in planning of business needs as it relates to College, State, and/or Federal policies and procedures.
- Serves as the help desk to resolve issues related to student financial systems or business processes.
- Reviews, maintains, and runs processes for all Student Financial Services related functionality; review processes and programs for integration issues; and collaborate with other departments as needed.
- Responsible for all system regression testing related to enhancements, patches, and fixes, bundle releases, interface changes, system upgrades; provide new functionality testing before approving changes in production; act as liaison between functional users and technical staff; and design and manage various output/reporting.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Completion of a Bachelor's Degree from an accredited college or university.
2. Two (2) or more years of functional accounting and/or student services experience with PeopleSoft and/or other student financial system products or any combination of education and relevant work experience that would provide the knowledge, skills and abilities to perform the duties of this position.
3. Proficiency with report writing, data analysis, querying, and other reporting tools.
4. Working knowledge of student/financial applications, as well as proficiency in the application of systems design and analysis methods, procedures and standards.
5. Demonstrated ability to communicate effectively using both oral and written communication skills.
6. Proven ability to offer functional, technical solutions and designs to solve business problems.
7. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

- Experience in developing and conducting training for end users.
- Ability to provide technical advice, guidance, and support.
- Ability to analyze complex data and apply statistical principles and processes to meet a range of informational requirements.
- Ability to manage multiple projects under changing conditions, work independently, make administrative and procedural decisions, and work with a wide range of constituencies in a diverse community.
- Ability to manage requirements and work with a team of functional and technical staff. Must be analytical, detail oriented and quality conscious. Excellent time management, organizational and prioritizing skills.
- Comprehensive knowledge of regulations and compliance issues which effect the overall department, including but not limited to, state and federal laws governing student financial aid and billing and collection services preferred.
- Experience with application development, preferably in an educational environment.

## **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

## **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**Job Description:** Systems Analyst/Student Financial Applications

**TOOLS AND EQUIPMENT USED**

- Computer and appropriate peripheral equipment
- Standard office machines and equipment
- Telephone

Revised: N/A