PERALTA COMMUNITY COLLEGE DISTRICT – March 2024
CLASSIFIED JOB DESCRIPTION

SENIOR SYSTEMS ANALYST
(PAYROLL/STUDENT
FINANCIALS/FINANCIAL
ENTERPRISE APPLICATIONS)

(SEIU Local 1021 Salary Range 123)
Job Code: 856

CLASS PURPOSE

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

(This class differs from Senior 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 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 Payroll/Student Financials/Financial Enterprise Applications and related technologies. Trains analysts and staff on standards.
- Supervises the maintenance and system updates of Human Resources/Student Financials/Financial system configuration and tables to ensure accuracy in business processing and transactions.
- Leads in supporting and managing Payroll/Student Financials/Financial Enterprise Applications in production, ongoing development, upgrades, and enhancements.
- Works closely with the Payroll Manager/Director of Fiscal Services to identify existing systems problems and implement effective solutions in line with business objectives, departmental goals, and requirements.
- Analyzes and reconciles payroll information with subsidiary ledger and general ledger on a monthly basis.
- Writes business procedures and system manuals for the Payroll/Student Financials/Financial applications system.
- Conducts at least semi-annual audits on payroll warrants and postings.

Job Description: Sr. Systems Analyst (Payroll/Student Financials/Financial Enterprise Applications)

- Primary contact for all external auditors in Payroll/Student Financials/Financial applications matters.
- Participates regularly in meetings with a user group that consists of key stakeholders associated with the payroll/financial/student financials system to obtain input on system improvements.
- Leads in general system support for analysts and staff, troubleshooting problems, and system setups; establish timelines for processes; and participate in planning of business needs as it relates to College, State, and/or Federal policies and procedures.
- Supervises, reviews, maintains, and runs processes for all Payroll/Financial/Student Financials Services related functionality; review processes and programs for integration issues; and collaborate with other departments as needed.
- Leads in 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.
- Works closely with the Payroll Manager/Director of Fiscal Services to produce mandatory Federal and State government financial reports.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Completion of a Bachelor's Degree from an accredited college or university.
2. Three (3) 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. Demonstrated ability to communicate effectively using both oral and written communication skills.
4. 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

- Proficiency with report writing, data analysis, querying, and other reporting tools.
- Working knowledge of student/financial applications, as well as proficiency in the application of systems design and analysis methods, procedures, and standards.
- Proven ability to offer functional, technical solutions and designs to solve business problems.
- 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 affect 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.

Job Description: Sr. Systems Analyst (Payroll/Student Financials/Financial Enterprise Applications)

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

TOOLS AND EQUIPMENT USED

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

TOOLS AND EQUIPMENT USED
- Standard Office Equipment and machines
- Computer
- Telephone