



**System Analyst (full-time, 35 hours/week)
Controller / Financial Applications
Position 102068**

Position Summary: The System Analyst will provide functional support for PeopleSoft and financial applications utilized for processing within Procurement and Payment Services. The System Analyst is a liaison between the application business users and the technical support teams to resolve production issues, customize business functionality, and implement new processes to meet reporting, compliance and business objectives.

Essential Responsibilities Include: Serve as first point of contact for financial systems functional users when production issues are encountered. Work with the user to clearly define the issue, analyze it and solve it if possible. If unable to resolve the issue directly with the user, present the issue to Technology Services; work with the technical team as needed to resolve the issue. Support daily, monthly, quarterly and annual Procurement and Payment Services setup, maintenance and reporting processes. Monitor and analyze Procurement and Payment Services closing processes to ensure the system is functioning properly. Verify key processes and reports are completed on a timely basis to support procurement and payment services processes and financial close schedules. Lead project teams on application implementation, enhancements, upgrades, and fixes. Assist in the development of user requirements, process flows, project plan, development and execution of test scripts and documentation of test results. Responsible for analyzing business process issues/inefficiencies and documenting analysis with a variety of project management tools. Develop and maintain reports in Crystal, nVision and PeopleSoft Query. Conduct training classes/sessions for new employees in the Finance division and other business offices. Train existing system users on the current and new functionality being rolled out in the systems. Initiate, update and close Oracle Support cases in a timely manner. Work with and provide guidance to technical support staff when functional knowledge of the application is required. Support financial systems functional users within the Finance division by serving as liaison with the Technology Services technical team for issues or enhancements needing IT support.

Minimum Qualifications: Bachelor's degree with a minimum of 5 years working in a functional/business analyst role supporting financial systems. At least one full PeopleSoft Financials Software Development Life Cycle (SDLC) implementation as a functional/business analyst; two or more are highly desirable. Experience in a functional/business analyst role with PeopleSoft Financials version 9 or higher. Extensive experience developing and enhancing user reports using nVision and PS/Query. Experience in requirement gathering, fit/gap analysis, documenting design, test planning and execution, training strategy, and overall functional implementation planning.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102068 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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