The University of Texas at San Antonio

Job Description

Job Title:	Business Intelligence Analyst
Code:	19124
Salary Grade:	62
FLSA Status:	Exempt
Department/Division:	Financial Affairs/Business Affairs
Reports To:	Senior Director of Financial Information Systems

Summary

- Function: Provide reporting support for the Financial Management System (FMS), data warehouse and related systems.

- Scope: Responsible for design and development of reporting and data management solutions including report writing and analysis, and end-user support and training. Support data warehousing and business intelligence initiatives.

Duties

- Typical:
    1. Develop and maintain reporting solutions utilizing BI Publisher, XML, and nVision in collaboration with Financial Affairs subject matter experts.
    2. Create and maintain queries and reports using PeopleTools; support and enhance existing reports in compliance with standards and specifications for Financial Affairs problem solving and decision making.
    3. Serve as a resource for evaluating and resolving complex information and data management requirements.
    4. Work with staff to develop training materials and provide instruction to Financial Affairs staff on the use of BI Publisher, XML, nVision, PeopleSoft Query, and Query Friendly.
    5. Work with staff to develop and maintain system documentation and workflow/data mapping.
    6. Assist staff in writing and running data queries.
    7. Develop error and exception reports to be used by Financial Affairs in identifying and correcting transactional errors.
    8. Identify and resolve nVision reporting issues.
    9. Analyze data reports to identify potential issues and refer to appropriate user(s) for corrective action.

> 10. Support data warehousing and business intelligence initiatives.
> 11. Conduct user and management information needs assessments.
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> - Periodic:
>   12. Attend meetings as required.
>   13. Prepare monthly status report of project progress, issues, and concerns.
>   14. Other duties as assigned.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in Computer Science, Accounting, Information Technology, Information Management, Business Intelligence, or other relevant field.	N/A

Other Requirements

Required	Preferred
In-depth knowledge and hands-on expertise of nVision and GL setup and report development.	N/A
Understanding of Oracle technologies.	
Knowledge of common financial reporting structure and design.	
Familiar with data mining and warehousing.	
Commitment to customer service.	
Advanced analytical skills.	
Problem-solving skills with attention to detail.	
Ability to establish and maintain professional working relationships.	
Ability to work independently and as part of a team.	
Understanding of financial management processes such as purchasing, payroll, accounts payable, general ledger, and budgeting.	
Excellent interpersonal, written, and verbal communications skills.	
Understanding of database structure and SQL.	
Able to implement online accessible database.	

Willingness to learn new technologies and techniques.	

Experience

Required	Preferred
Four years of ERP system reporting and query development experience. Two years of experience with PeopleSoft FMS reporting and query development. Experience with PeopleSoft nVision, PeopleSoft Query Manager, BI Publisher and XML. Experience with relational databases, database applications, and reports. Experience using spreadsheet software such as MS Excel. Experience in providing direct user support.	Five years of PeopleSoft FMS reporting and query development experience, including experience with PeopleSoft nVision, PeopleSoft Query Manager, BI Publisher and XML. Experience with PeopleSoft HCM integration points with Finance, version 9.0 or greater. Similar experience in higher education. Similar experience in a financial area such as accounts payable, general ledger, budgeting, position management, purchasing, grants and contracts.

Equipment

Required	Preferred
Personal computer, audio-visual equipment, and standard office equipment.	

Working Conditions

Usual	Special
Normal office environment.	

Supervision

Received	Given
Exercises independent judgment based on extensive technical or specialized knowledge and experience.	May supervise support staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.