# Business System Analyst (7584U), Berkeley Financial Systems - 69053
## University of California, Berkeley

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| **Job Title** | Business System Analyst (7584U), Berkeley Financial Systems - 69053 |
| **Department** | |
| **Institution** | University of California, Berkeley |
| | Berkeley, California |
| **Date Posted** | Jul. 24, 2024 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Professional Staff |
| **Academic Field(s)** | Information Technology |
| | Finance/Investment Management |
| **Apply Online Here** | https://apptrkr.com/5385395 |
| **Apply By Email** | |
| **Job Description** | |



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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

**Departmental Overview**

The Controller's Office provides oversight of various University financial services including financial accounting and controls, accounts receivable, accounts payable, reimbursement, contracts and grants accounting, and payroll. The Controller's Office also provides business systems analyst support for the PeopleSoft Financials system which consists of the General Ledger, Accounts Payable, Expenses, Purchasing, Commitment Control, Accounts Receivable, Billing, Contracts, Grants and Project Costing modules.

Together with development partners in IT, the objective of the business systems analyst group is to operationalize a continuous cycle of technical improvements and feature enhancements in the PeopleSoft Financials system and its associated applications. These applications support processes in General Ledger, Account Payable, Expenses, Account Receivable, Billing, Contracts, Grants, Project Costing and Budgeting. To ensure the success of these mission-critical systems, the business systems

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analyst group is staffed with functional experts who gather requirements, perform fit gap analysis, design, test and implement new features and if necessary customizations, respond to campus needs, and keep all systems running optimally throughout the fiscal cycle.

This position is intended to support the implementation of Peoplesoft Expense and will eventually transition to a Production Support role after the system goes live.

**Application Review Date**

The First Review Date for this job is: Wednesday, May 29, 2024

**Responsibilities**

Scoping:

- Applies PeopleSoft Financials and Supply Chain Management (FSCM) expertise and business analysis concepts to identify, evaluate and define complex systems scope and objectives with an understanding of applicable business practices, processes, systems and industry standards to meet end-user needs. This includes Sprint Planning and scoping estimates.

Design and Testing:

- Provides PeopleSoft FSCM expertise in identifying, evaluating and developing complex system solutions and procedures.
- Creates complex specifications (configuration as well as customization functional design) for financial systems to meet end-user requirements.
- Develops complex user interface designs.
- Plans and executes system and integration acceptance testing.
- Participates in cross-functional teams to address complex business or systems issues.

Stakeholder Engagement:

- Gathers, analyzes, prepares and summarizes recommendations for approval of system business process and procedural documentation.
- Recommends and implements changes in system processes and procedures.
- Negotiates with stakeholders on the creation of specifications.

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Requirements Gathering and Fit Gap Analysis:

- Gathers, analyzes, prepares and summarizes business and user needs, documenting requirements.
- Performs fit gap analysis to determine which requirements can be met with delivered functionality and which cannot.
- Provides support and training on new functionality.
- Guides and advises less-experienced Business Systems Analysts.

Change Management:

- Create system training documentation as needed which may include creation of digital adoption guides, smart tips and/or beacons.
- In partnership with business owners, builds stakeholder preference with complete change plans for new feature adoption.

**Required Qualifications**

- Thorough knowledge of Peoplesoft Expenses along with one or more of the following PeopleSoft modules: General Ledger, Accounts Payable, Purchasing, Accounts Receivable, Billing eBill, Commitment Control, Contracts, Grants, and/or Project Costing.
- Strong knowledge of PeopleSoft Query tool and PeopleSoft Financials table structure
- Strong knowledge of applicable industry standards and best practices for business analysts at all stages of the implementation life cycle.
- Thorough knowledge of PeopleSoft implementation and upgrade cycles related areas of IT.
- In-depth understanding and skill in process and systems requirement documentation standards, such as Use Case modeling, User Story creations, and narrative description.
- Demonstrated ability to work with others from diverse backgrounds
- Self-motivated and works independently and as part of a team.
- Ability to learn effectively and meet deadlines.
- Demonstrated problem solving skills.
- Broad knowledge relating to PeopleSoft software design.
- Thorough knowledge of accounting business processes and procedures.
- Thorough knowledge of business systems analysis processes and procedures
- Demonstrated testing and test planning skills.
- Demonstrated effective communication and interpersonal skills.

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- Demonstrated ability to communicate technical information to technical and non-technical personnel at various levels in the organization.
- Interpersonal and communications skills to work with both technical and non-technical personnel at various levels in the organization.
- Demonstrated strong knowledge of project management practices, principles, techniques and tools.

Education/Training:

- Bachelor's degree in accounting, management information systems, or engineering and / or equivalent experience / training.

**Preferred Qualifications**

- Demonstrated knowledge of Agile/Scrum methodologies.
- Demonstrated knowledge of JIRA.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is $90,000.00 - $120,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.

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- This is a remote-friendly position, eligible for up to 100% remote capability.


**How to Apply**

To apply, please submit your resume and cover letter.

**Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the U.S. Equal Employment Opportunity Commission poster.

The University of California's Affirmative action policy.

The University of California's Anti-Discrimination policy.

**To apply, visit**
**https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH**

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## Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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