**Business Systems Analyst**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Vickie Watkins, Vickie.Watkins@oregonstate.edu. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq.

**Position Details**

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| Position Information | | |
| **Department** | | VP for Research (RIP) |
| **Position Title** | | Analyst-Bus & Project |
| **Job Title** | | Business Systems Analyst |
| **Appointment Type** | | Administrative/Professional Faculty |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 100 |
| **Appointment Basis** | | 12 |
| **Faculty Status** | | Regular |
| **Tenure Status** | | Fixed-Term |
| **Pay Method** | | Salary |
| **Recommended Full-Time Salary Range** | | $41,664 - $70,704 |
| **Position Summary** | | The Office for Sponsored Research and Award Administration (OSRAA) is seeking a Business Systems Analyst. This is a full-time (1.00 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Vice President for Research.  The Office for Sponsored Research and Award Administration (OSRAA) resides within the Research Office. Its mission is to provide research administration leadership, and is achieved through the full “lifecycle” by supporting proposal submission, award negotiation/acceptance, research costing and analysis, award management, financial management and closeout of awards that support Oregon State University’s continuous search for new knowledge and solutions in the three signature areas outlined in OSU’s Strategic Plan (SP 3.0).  This position is responsible for evaluating and streamlining processes, recommending changes to current financial system, addressing audit requests, agency reporting, capturing and reporting award data, and fiscal oversight of award expenditures. The position reports to the Senior Business Analyst. |
| **Position Duties** | | 50% Business Process/System Analyst Design and evaluate ways to streamline processes and increase productivity utilizing technological solutions. Examples would be enhancements now available with the implementation of JasperSoft or other system(s) used to replace old Data Warehouse software. Analyze, evaluate, and recommend changes to current financial system. Business workflow articulation to identify processes that are well suited to technological solutions. Continuous enhancement of Banner modules for efficient and effective operations. Explore features of Banner and other automated processes not currently used at OSU. Examples are (but not limited to): Grant Billing; Banner Self Service; Project Level Payroll Certification; F&A encumbering; and multi-year encumbering; Electronic signatures; and Imaging of records. Coordinate for new testing of Banner (new or unused features) and for migrations to updated releases. Troubleshoot production problems relating to Banner FIS, and design work orders when necessary. Submit Service Requests to Ellucian regarding defects/ bugs. Follow up as needed. Coordinate any implementation/conversations of grant-related data and files to new platforms. Examples of such conversations would be OSU’s transition from Nolij to On Base, or implementation of Nolij’s grant-related document purging protocols.  Maintain and complete performance measures and statistics. Includes setting benchmarks and comparisons to peer institutions. Administer Banner Grants Billing module, including receivable issues. Verify/preserve grant data integrity and resolve any inconsistencies.  25% – Metrics Gather monthly award and proposal submission data from OSU’s Data Warehouse, currently Jaspersoft. Prepare monthly reports for the Vice President for Research and other Research Office Leadership. These reports are maintained in an Access Database and then used to create annual award data for the President and Vice Presidents, and posting on the Research Office website. Gather and compile proposal and award execution metrics data, and create report in either graphical or narrative form for the Vice President for Research. Examples of these reports are quarterly proposal and award execution data, annual proposal and award execution data, and annual listing of top-funded principal investigators. Gather data from various sources to create agency-specific data. This data is used by the Vice President for Research in presentations and impact statements provided to funding agencies. Gather data and create reports for ad hoc reports requested by the leadership in the Research Office.  Create and maintain various metrics reports for presentation to the Assistant Vice President for Research. Examples of such metrics include proposal submissions, awards received, contract execution times, award set-up times, number of invoices and financial submitted, closeouts completed, and effort reports completed. Proposal data and financial report/invoicing data is also analyzed for workload within the office. Award execution metrics data includes percentage of awards executed on a quarterly and annual basis, with breakdowns by college/division and type of sponsor. Gather data from external database and internal queries for preparation of OSU’s annual Responsible Conduct of Research (RCR) certifications on National Science Foundation (NSF) awards  10% – Audits/Special Reporting: Serve as secondary point of contact in coordinating the completion of audit requests including OSU’s annual external Single Audit, closeout audits, desk reviews, and site reviews that include financial inquiries. This position will be responsible for gathering required documents from systems such as Nolij and eProcurement. Prepare survey data. Examples are NSF annual R&D survey, provide data for annual Graduate and Post Doc survey, provide data for AUTM survey. Expenditure data for FY end close (used in press releases). Expenditure data by org for Provost’s Office (used in college metrics). Other data requests from Institutional Research, Research Office, Business Affairs, and other campus units.  10% – Fiscal Oversight: Oversees Banner journal voucher OSRAA approval queue. Perform month end close tasks as back-up to Senior Business Analyst/Facilitate year end close tasks. Collaborate on Finance issues with Business Affairs’ Banner experts. Assist Business Center accounting staff and Research Principal Investigators in interpreting agency and OSU requirements as needed.  5% – Serve as back-up to the Senior Business Analyst in their absence. This would include attending focus group or work-group meetings. An example would be Business Affairs’ fiscal year end close meetings. |
| **Minimum/Required Qualifications** | | BA or BS in Business Administrations or related field or equivalent combination of education and experience.  Experience monitoring grants expenditures for compliance with OMB regulations or other sponsoring agencies regulations related to grants and contracts, such as the Uniform Guidance. Experience to include submission of agency-required financial reports within a research-intensive university.  Minimum of three years of experience analyzing compliance issues and working closely with grant recipients in solving potential compliance problems including defining problems, making recommendations and initiating corrective actions.  Minimum of two years of experience coordinating or participating in financial information system upgrades related to grants administration software.  Expertise in the use of Banner Finance.  Minimum of three years of experience extracting data from Banner tables or Data Warehouse (currently Jaspersoft) and CORE queries for use in analytical work.  Other job-related skills and abilities:  Promotes responsive, customer-oriented service in job responsibilities, exhibiting a commitment to anticipating, understanding and responding actively and sensitively to customer needs.  Ability to communicate concepts, guidelines, and procedures clearly and effectively both verbally and in writing.  Ability to envision the big picture of how processes fit together and to discern the details of each process. Strong organizational skills and the ability to manage multiple projects.  Strong quantitative analytical skills and strong analytical skills in assessing the efficacy of business processes.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq |
| **Preferred (Special) Qualifications** | | Demonstrated ability to work independently while consulting others as necessary to resolve issues. Familiarity with Banner Grants Module.  Demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | |  |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P02250UF | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 07/16/2018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 06/14/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 06/28/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Vickie Watkins, Vickie.Watkins@oregonstate.edu.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter
3. Professional References

**Optional Documents**