

# LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM

## POSITION ANNOUNCEMENT

### ERP Finance Specialist

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of ERP Finance Specialist to be domiciled in Baton Rouge, Louisiana.

#### **Summary:**

The ERP Finance Specialist is an unclassified position and reports directly to the Vice President for Enterprise Services and Information Technology.

The Enterprise Resource Planning (ERP) Finance Specialist provides ongoing support of the Banner Finance module. This position is responsible for module configuration changes, development, execution and validation of financial module tests, reports creation based on the needs of finance operations, and provides training to finance end users within the LCTCS system. In addition, the Specialist proactively seeks ways to improve finance business processes, and to effectively apply software features to support those processes.

#### **Duties and Responsibilities:** The ERP Finance Specialist will:

- Develop relationships with finance management and staff to evaluate their needs as well as develop and implement plans to meet those needs.
- Provide coordinated delivery of Banner Finance support with the Banner ERP team.
- Configure and modify the Banner application to meet business requirements.
- Develop functional specifications and create reports needed by the finance departments, and school-based staff.
- Provide hands-on “just-in-time” support and assistance to users.
- Create ad hoc queries using SQL for data requests and auditing needs.
- Support the development and support of interfaces to external systems in conjunction with technical support resources.
- Facilitate regular effective communication between finance staff and the Banner ERP project management team, including reminders, updates, and opportunities for feedback.
- Prepare and execute test plans to ensure that patches, modifications, and updates to the system are thoroughly tested before being migrated into production.
- Review patches, modifications, and updates to the system to determine impact on current functionality. Recommend system changes for improved workflow, compliance, and/or increased functionality.
- Create and maintain documentation (e.g., setup documentation, training documentation, user procedures).
- Identify ongoing finance training needs, assist in training plan development, and provide training to end users.
- Performs related duties as required or assigned.

### **Qualification Requirements:**

The successful candidate is required to have a minimum of a Bachelor's degree from an accredited university in a related field. The following skill sets are highly desired,

- In depth technical and functional knowledge of the Banner Finance module applications in a public sector environment, with a minimum of 3 years' experience with the Banner platform.
- Knowledge of SQL including creating, modifying and troubleshooting queries.
- Extensive problem-solving experience working with all aspects of the technical system including troubleshooting and determining best alternatives for implementing new procedures.
- Proven track record in gathering business requirements, providing change control management, and managing user expectations.
- Experience working and communicating with various levels both within and outside an organization including senior management, steering committees, technical IT staff, and end-users.
- Experience developing strong customer relations and managing customer expectations.
- Familiarity with project management software, such as Microsoft Project.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Strong written and oral communication skills.

### **Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu).

### **Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to: Ms. Lura Kamiya, Director of Human Resources via email to [lkamiya@lctcs.edu](mailto:lkamiya@lctcs.edu) or mail to Louisiana Community & Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806

~~Preference will be given to applications received prior to January 28, 2011.~~ Applications will continue to be reviewed until position is filled.