Job Description

Position Title	Financial Applications Specialist
Department	Information Technology
Reporting To	Director, IT
Type of Position	Full Time

POSITION DESCRIPTION

The person will be a lead managerial resource for entire Oracle PeopleSoft FSCM (Financial and Supply Chain Management) Solution. The role must have strong understanding of financial processes and systems, will be responsible for managing the implementation, enhancement, and ongoing support of the PeopleSoft FSCM applications within the university setting. This role involves collaboration with various stakeholders including finance, procurement, IT, and other administrative departments to ensure the system meets the university's business needs. This role ensures that financial systems are aligned with the institution's business processes, strategic goals, and compliance requirements.

DUTIES AND RESPONSIBILITIES

This job description outlines the core responsibilities and requirements for the Functional Manager role overseeing Oracle PeopleSoft FSCM solutions within a university setting. The role is pivotal in ensuring the efficient operation and continuous improvement of financial and supply chain systems to support the university's administrative functions.

Functional Analysis and Support:

- Analyze, document and configure business processes and requirements.
- Provide functional support for PeopleSoft FSCM modules including General Ledger, Accounts Payable, Accounts Receivable, Cash/Treasury, Purchasing, Inventory and Asset Management.
- Troubleshoot and resolve functional issues in collaboration with technical teams.

Stakeholder Collaboration:

- Work with various departments to understand their needs and translate them into system solutions.
- Conduct regular meetings with stakeholders to review system performance and gather feedback.
- Provide training and support to end-users.

Continuous Improvement:

- Identify opportunities for system and process improvements.
- Stay updated with the latest PeopleSoft FSCM features and functionalities.
- Propose and implement best practices in system usage and process optimization.

System Administration:

- Configure, and maintain PeopleSoft FSCM applications and environments.

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- Ensure regular system updates, patches, and upgrades to ensure system stability and security.
- Monitor system performance and conduct performance tuning as necessary.

Technical Support and Troubleshooting:

- Provide technical support for PeopleSoft FSCM applications, addressing system issues and resolving user queries.
- Troubleshoot application and system errors, working closely with internal and external technical teams to identify and implement solutions.
- Maintain documentation of system configurations, processes, and procedures.

Security and Compliance:

- Manage user access and security roles within PeopleSoft FSCM, ensuring compliance with university policies and regulatory requirements.
- Implement and monitor security measures to protect data integrity and prevent unauthorized access.

Data Management:

- Oversee data migration, integration, and data integrity within the PeopleSoft environment.
- Collaborate with database administrators to ensure efficient data management and optimize database performance.
- Support data reporting and analytics initiatives by providing necessary technical assistance.

Collaboration and Communication:

- Work closely with functional teams to understand business requirements and translate them into technical solutions.
- Collaborate with external vendors and consultants for system enhancements and issue resolution.
- Communicate system changes, updates, and outages to stakeholders in a timely manner.

System Enhancements and Optimization:

- Identify opportunities for system improvements and automation to enhance efficiency and user experience.
- Participate in the planning and execution of new module implementations and system enhancements.
- Test and validate new functionalities, patches, and updates before deployment to production.

Disaster Recovery and Backup:

- Develop and maintain disaster recovery plans and backup procedures for PeopleSoft FSCM applications.

- Conduct regular backup and recovery tests to ensure data integrity and system availability.

- Any other task assigned by authorities.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduation or higher, preferably Finance, Technology, Business Administration, or a related field.
Required Experience	✓ Minimum 05 years of work experience in support and/or implementation of Oracle PeopleSoft Financial Application Modules. ✓ Consultant approach with user support services sills.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Functional Experience ▪ General Ledger, ▪ Account Receivable ▪ Account Payable ▪ Asset Management ▪ Cash/Treasury ▪ Procurement ▪ Inventory	High
2.	Security & User profile management	High
3.	Attention to detail, Meet Deadline	High
4.	People Code, Application Engine, Component Interface and XMLP	Low
5.	Query Report Viewer	High
6.	BI Publisher	Medium
7	Verbal and Written Communication	High

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