

**The Nevada System of Higher Education
Position Announcement
For
Senior Business Analyst, Finance**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Workday Senior Business Analyst, Finance. This is a renewable, full-time, non-tenured, administrative position and reports to the Workday Finance Lead in Reno. The position may be located in Reno or Las Vegas, NV. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada continues to experience rapid growth, with significant challenges and opportunities in serving over 105,000 students and 12,000 employees.

The Workday enterprise information systems support the critical business functions of the NSHE campuses. The Senior Business Analyst, Finance position is an integral part of the overall Workday team. This position will support the Workday finance enterprise information system implementation, ongoing maintenance and continuous improvement of related business processes, configuration and related activities across the NSHE institutions. The position assists NSHE stakeholders in identifying and configuring business processes and suggests refinements and improvements to those processes. It also provides user support in complex process analysis and resolution, designs and develops reports, integrations and data extracts that support business processes, develops technical specifications that support application customizations and enhancements based on Workday releases, and assists in quality assurance testing. The Senior Business Analyst serves as a bridge between the campus functional, internal and external project team members, and the SCS technical areas.

STARTING SALARY: Grade C

APPROXIMATE STARTING DATE: September 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have a Bachelor's degree from an accredited institution. A degree in business or a related field is preferred, with three (3) years of directly applicable experience (or) a Master's degree from an accredited institution with one (1) year of directly applicable experience. Alternatively, seven (7) or more years direct related experience in a large corporation or university, with at least (2) two years of formal education or training, may be substituted as qualifications for this position. Background and experience in higher education and/or expertise for a large enterprise or university is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. Applicants should address following items in their letter of application when applying for this position.

- Knowledge of key business functions in finance and/or administrative services such as accounting, procurement grants, and budgeting, preferably in higher education
- Knowledge of information systems used to support the functions above
- Ability to translate business process redesign and automation into administrative efficiencies
- Ability and experience in aligning data, policies, workflows and information systems
- Ability to learn new technologies and the flexibility to adapt them to NSHE IT processes
- Ability and experience in addressing technological, organizational and services challenges
- Ability to work with a team and with diverse individuals in a tactful, productive manner
- Excellent oral and written communication skills, specifically with respect to consensus building, presentation of ideas and plans, and project participation
- Excellent interpersonal skills and an end-user service orientation

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following:

- The Business Analyst is responsible for understanding the client's business processes and the capabilities of the business applications used by NSHE institutions. By understanding the impact of the client's processes on application capabilities, the incumbent can help the client solve business problems in the most efficient and effective manner.
- As both the functional expert and the developer of technical specifications, the Business Analyst is an integral component in the creation of the technical solutions for identified client business needs.
- The Business Analyst assists the client in developing effective testing scripts and ensures that applications are well tested.
- As a key player in IT projects, the Business Analyst, led by a senior IT team member, will participate on and provide input to IT projects.
- The Business Analyst is the liaison between the campus functional user and the SCS technical staff. The Business Analyst turns business requirements into technical specifications for other IT staff members to use these technical specifications to modify existing or develop new application functions.

Limited travel with overnight stays may be required in support of activities related to the position.

TO APPLY: The application process will be handled through the HR Search on-line search process. Application materials **must** include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: Applications may be submitted until the position is filled, however the review of materials will begin on **July 31, 2017**.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.