Senior FIS Business Systems Analyst

Job Code: 440081	FLSA Status: Exempt	Mgt. Approval: J. Martinson	Date: September 2022
Department: Finance-IS		HR Approval: B. Haak	Date: September 2022

JOB SUMMARY

The Senior Financial Information Systems (FIS) Business Systems Analyst will be responsible for planning and leading overall system design, support, maintenance, and data integrity across the organizations Finance systems and applications.

The Senior FIS Business Systems Analyst participates in and/or leads the support of financial systems and core financial functions and business processes (General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Fixed Assets, Expenses, Operating & Capital Budgeting, Financial Consolidation and Close, Strategic Modeling & Long-Range Planning, etc.) and future applications. The incumbent is responsible for system configuration, troubleshooting, process design, report development, data standards, and application integrations. This position partners with Information Services counterparts in analyzing, configuring, and testing for application enhancements and upgrade projects.

The Senior FIS Business Systems Analyst requires an understanding of current Finance business processes and makes suggestions to the configuration of the Finance systems in support of finance administration, period close activities, budgeting, projects, and continually monitors information needs for future development. This position collaborates with multiple cross-functional areas internally and externally for the implementation of system and business processes. Additionally, at the Senior level, the incumbent typically coordinates projects and can lead multiple simultaneous projects to completion.

This position coordinates complex reporting solutions, analytics, and creation of ad hoc or recurring reports from financial systems.

MAJOR RESPONSIBILITIES

The Senior FIS Business Systems Analyst is responsible for all aspects of the following responsibilities as well as guiding other employees who may be performing these duties. Senior level projects are defined by a substantial level of scope and complexity. Projects will include multiple tasks and potential subject areas along with coordination with other teams.

- Responsible for system and data integrity ensuring transactional data used for subledgers, ledgers, financial reporting, budgeting, and data analysis is accurate
- Lead and complete regularly scheduled update procedures for Finance applications including evaluation of new features & functions, regression testing, and support.
- Lead in troubleshooting and resolving system issues
- Lead in developing and maintaining application content
- Work with leader to achieve strategic plans, goals, and objectives of the organization and department
- Serve as the lead analyst on medium to large scale projects as designated by management
- Manage projects directly related to applications supported and/or participate as a team member on other large projects as designated.
- Ensure accuracy of actual, planning, and budget data through audits, reconciliations, and variance reporting
- Prepare project documentation as defined by user documentation guidelines and review documentation completed by other analysts. Examples of documentation include current procedures review; functional requirements; project plans; meeting minutes' issues documentation or other documentation required by department management
- Develop and maintain source data inputs, data mappings, and validation strategies to ensure controls are maintained
- Ongoing maintenance of financial system and Chart of Accounts (COA) values & hierarchies, workflow configurations, inbound & outbound integrations, reporting, and other system functions
- Lead analysis and evaluation of requests, development of system to meet requirements, testing, and implementation
- Lead report development based on functional specifications, standardization efforts, and available reporting tools
- Maintain open communication with end-users, application owners, as well other financial database owners throughout the UW Health organization
- Serve as Subject Matter Expert on FIS business systems.
- Perform continual assessment of available application enhancements and requirements to facilitate continued improvements in software capability as required to meet the goals prioritized by UW Health and Finance Leadership.
- Serve as a mentor for other FIS staff
- Follow IS Change Management policies for all required system updates
- Lead educational initiatives and training efforts for FIS staff/new employees

- Continuously develop knowledge and understanding of the financial system as it changes and evolves and as the needs of UW Health change and evolve. Inform and guide the team through these changes.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business, Information Technology, Accounting, Finance, or related field. Four (4) years of experience in technical support or application support in financial data-based environments may be considered in lieu of the degree.
	Preferred	
Work Experience	Minimum	Three (3) years technical and functional experience in Finance modules and/or relevant operations experience
	Preferred	Five (5) years technical and functional experience in Finance modules and/or relevant operations experience Health care experience Support of Oracle Cloud environments and/or similar applications
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		• Knowledge of functional & technical application administration • Ability to create and maintain System Administrator documentation • Knowledge of Software Development Lifecycle (SDLC): requirements gathering, analysis, design, development and support of applications and interfaces • Knowledge of SQL and/or object-oriented programming • Ability to create queries & reports based on related tables • Advanced Microsoft Excel skills • Data analysis and reconciliation skills • Time management and task prioritization based on business needs • Project Management • Strong written and verbal communication skills • Leading without direct authority • Mentoring and teaching • Excellent customer service

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		**Occasional** Up to 33% of the time	**Frequent** 34%-66% of the time	**Constant** 67%-100% of the time
X	**Sedentary:** Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets,	**Up to 10#**	**Negligible**	**Negligible**

	ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	**Up to 20#**	**Up to 10#** or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	**Negligible** or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	**20-50#**	**10-25#**	**Negligible-10#**
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	**50-100#**	**25-50#**	**10-20#**
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	**Over 100#**	**Over 50#**	**Over 20#**
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.