University of Nebraska Central Administration

Job Description

General Information

Working Job Title: Sr. Finance/ Decision Support Data Analyst 49243300	Job Family: Administrative/ Business Operations	Job Family Zone: Specialist
Position Number:	Department Name: VPBF	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 5-29-2015	Title of Supervisor: Assistant VP for Budget and Planning
SAP Personnel #:	Last Updated By: HR	Name of Supervisor: Chris Kabourek

Position Summary

This position is part of a business analytics initiative responsible for solving complex challenges and identifying new opportunities. Gathers, analyzes, organizes and documents relevant business and financial information. Prepares detailed reports and presentations for review by various levels of management. Consolidates a wide range of operating and financial projections for the development of short-term and long-term business plans.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Business Analytics: • Query and mine large data sets, sometimes connecting data from disparate sources, to identify insights and patterns; apply both business and statistical knowledge to ensure accuracy of insights; summarize findings and play an active role in preparing analyses for University leadership • Collaborate with the University's business intelligence team on budget, financial. HR and other business analytics issues. Serve as the liaison between IT and business stakeholders on projects and document business processes and software requirements.	75	*
Financial/Budget Support : • Assist with the University's annual budget development; • Coordinate development of annual and biennial budget reports; • Work closely with University of Nebraska campus budget offices; • Process budget transactions for the University System and with the State of Nebraska • Other duties as assigned.	25	*

Minimum Qualifications

Bachelor's degree in Business, Mathematics, Statistics, Engineering, Computer Science or a quantitative discipline and at least 5 years of data and/or analytical work experience demonstrating proven data-driven analytical skills, including experience querying and mining large data sets. Experience with Microsoft Office and advanced skills in MS Excel is required. Experience with SAP Business Objects is preferred.

Successful candidates will exhibit the following:
Accurate, detail oriented, analytical problem solving skills; Dependability, self-motivated, and able to manage multiple priorities and strict deadlines; Passionate about learning new technology and function as a collaborative team player with a high level of initiative and the ability to work with

minimal supervision; Excellent verbal and written communication skills, including the ability to engage a diverse group of stakeholders; Professional ethics with the ability to maintain the highest levels of integrity and confidentiality.

An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.

Zone Definition Factors

Nature/Complexity of Work

The quantitative skills such as business, finance, economics, management information systems, mathematics can be difficult, but the systems available to track and report data are very helpful. In general, the work can be very complex and primarily depends on the analytical skills, and accounting abilities of the individual as well as the types of assignments they are assigned.

Problem Solving/Decision-making

The employee determines the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed to adequately respond to a request. The individual in the position uses their own discretion as to when and how to coordinate with other staff and the management teams.

Strategic Impact

The impact of errors is far-reaching. Errors in financial analysis, cost accounting, business projections and reporting will adversely affect the Business and Finance office and its constituents. Management review is often obtained before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

Know How

Thorough knowledge of accounting theories, practices, regulations, and financial concepts. Strong analytical, organizational, communication and interpersonal skills. Ability to manipulate large amounts of information for planning and/or analysis activities and communicating findings to users is essential. Must follow State and Federal Law, compliance with fiscal and budget reporting guidelines, Must have the ability to work in a diversified team environment.

Technical Know How

Understand how the SAP and data warehouse systems work and be able to explain, verbally and in written form, to end users how figures are collected and analyzed. Proficient knowledge of Microsoft Excel, including the ability to use multiple worksheets, pivot tables, charts, and formulas is required. Working knowledge of the internet, e-mail, and other Microsoft Office products is required.

Interactions

Employee will work extensively with members of Business and Finance and its affiliates. Frequent contact also required with representatives of agencies inside and outside the University.

Supervision

This position exercises no supervision over others.

This position receives limited, in-direct supervision* from Assistant VP for Budget and Planning.
{*This is based on level of proficiency and years of service.}

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									*Indicate intermittent or constant* Intermittent	Constant
Sit	0	1	2	3	4	5	[6]	7	8		X
Stand	0	[1]	2	3	4	5	6	7	8	X	
Walk	0	[1]	2	3	4	5	6	7	8	X	
Drive Motor Vehicle Explain	0	1	2	3	4	5	6	7	8		

2. THIS POSITION REQUIRES:	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting			
Bending	X		
Kneeling			

Reaching			
➢ Overhead	X		
➢ Forward	X		
➢ Low	X		
Twisting	X		
Crawling			
Climbing			
➢ Ladder			
➢ Stairs			
➢ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space**:** **LIFT=L** **CARRY=C** **PUSH=P** **PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	L,C,P,PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			

Other Explain: Operation of a computer mouse

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE.

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

__X___Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

__X___Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

__X___Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

_____Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

___X__Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____May provide incidental guidance to others. [1]

__X___Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.[2]

__X__Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= Specialist	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	5-29-2015
Supervisor:		
Administrator:		