SIMON FRASER UNIVERSITY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Budget Systems Analyst
Position #: 00121035
Department: Budget Office
Reports to: Manager, Budget Operations
Reports to (pos #): 00121036
Employee Group: APSA
Grade: 009

POSITION SUMMARY

The Budget Systems Analyst leads the day-to-day setup, maintenance and financial analysis to support the university budget planning and forecasting tool, Hyperion Planning System. As a member of the Budget Operations team, the Budget Systems Analyst participates in the development of improving the functionality of applications to ensure systems effectively meet the needs of the user community.

DUTIES AND RESPONSIBILITIES

1. Provides the day-to-day Hyperion Planning, Essbase and SmartView system administration activities by:
   • acting as a Subject Matter Expert.
   • managing and ensuring that financial data imported to / exported from Hyperion Planning is complete, controls are in place and all validation checks are performed.
   • setting up, maintaining and enhancing user access by provisioning for various user groups and security profiles.
   • ensuring that production, test and development databases, including data management, hierarchy updates, calculation script updates and user security are maintained and synchronized.
   • assisting with technical patches, upgrades and system/application migrations.
   • developing and enhancing web forms and templates in Hyperion Planning.
   • evaluating, developing and maintaining templates and reports for the community using SmartView and other tools.
   • working collaboratively with the Manager, Budget Operations, Business Analysts, IT Services and external consultants to design and implement changes required to the Hyperion Planning applications, including the Ministry application.

2. Analyzes and monitors financial activities by:
   • creating and reviewing reports on compensation and FTE data in Hyperion Planning and other databases.
   • developing reports to support departmental budget-actual variance analysis.
   • conducting salary and benefit rate analysis to establish and validate setup in Hyperion Planning.
   • working directly with budget managers to validate variances and financial results.
   • reviewing compliance with funding agency and audit standards with regard to Research Support Funds, and other ad hoc and non-operating financial analysis and reporting.

3. Provides client services to enrich stakeholder experiences by:
   • working with the Manager, Budget Operations to research and recommend best practices.
   • participating in the continuous improvement of system applications.
   • promoting and developing automation processes within current and future application flows.
   • supporting business users of Hyperion Planning and Financial Reporting.
   • providing training, documentation and support on system functionality as well as ad hoc reporting capabilities.

IMPACT OF DECISION MAKING

The Budget Systems Analyst is responsible for:
   • decisions related to establishing processes and controls to ensure continuous integrity of the Hyperion Planning System.
   • determining reporting requirements for both user stakeholder and the Budget Office.
   • analyzing reports and data to determine appropriate assumptions, establish materiality thresholds, and identify issues that may warrant escalation.

RELATIONSHIPS

Establishes and maintains relationships with peers and contacts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.
Supervisory
Supervises temporary staff and co-op students as required.

Primary Working Relationships
Works closely with the Director, Budgets, Manager, Budget Operations, Budget Analysts, and IT Services, Faculty Directors of Administration and other University Budget Managers.

QUALIFICATIONS
Bachelor’s degree in Business Administration or Commerce with a professional accounting designation (e.g. CPA) and five years of related experience in budgeting, or an equivalent combination of education, training and experience.
Excellent organizational and time-management skills
Excellent analytical reasoning, critical thinking and problem-solving skills
Excellent budgetary and fiscal management skills
Excellent interpersonal and communication skills
Ability to analyze business requirements, identify criteria and specifications, conduct tests, troubleshoot issues and interface with user groups.
Ability to work independently, establish priorities, meet deadlines and accomplish strategic objectives.
Proficient in creating complex queries and reports using a variety of tools, such as PSoft Query, nVision, SmartView and other reporting tools.
Proficient in the use of spreadsheet, database, and enterprise-level information systems (e.g., PeopleSoft, Hyperion Planning).