

Northwest Community College

Job Description

Branch: Finance & Administration

Job Number: 133T

Location: Terrace, B.C.

Job Title: Business Analyst

Date: April 1, 2011

Job Class: 14 (under review)

PRIMARY FUNCTION:

To design and develop and improve business processes, reporting and business intelligence creation and provide ongoing training and support to employees using the Datatel Colleague System and related applications.

JOB DUTIES and TASKS:

1. Design and develop and improve business processes, reporting and business intelligence creation and provide ongoing training and support to employees using the Datatel Colleague System and related applications.
 - a) Liaise with Finance & Administration, Human Resources and Payroll, and the Office of the Registrar and Institutional Research to review business processes and administrative reporting systems and design and implement improvements within the Datatel Colleague environment.
 - b) Through thorough knowledge of Datatel Colleague develop an understanding of the business processes of user groups, such as student, payroll/HR, accounting, etc. to develop increased effectiveness and efficiency and provide ongoing support to user groups.
 - c) Provide technical support to Colleague user departments, including proposing innovative strategies and methodologies to enhance system efficiency and effectiveness.
 - d) Design, develop and document scheduled and ad hoc reports, in consultation with user departments maintaining Colleague security class groupings, module integration, etc. and using reporting tools, including but not limited to: Web FI, Terminal, Entrinsic Informer, Uniquery, ODBC, Visual Basic, Access and User Interface.
 - e) Provide query design and execution input in support of Institutional Research and Business Intelligence and Data analysis
 - f) Test initial reports and makes design and development adjustments to provide system quality assurance and to ensure changes and final product meet specification objectives.
 - g) Develops training materials and trains department system users in the use of reporting tools.
 - h) Develops and maintains Colleague procedures documentation, and provides input regarding new and revised procedures and processes.
 - i) Recommends strategies to develop integration of other reporting systems with Colleague system.
 - j) Maintain Colleague module integration and integration with other systems.
 - k) Develop web-based linkages to Colleague on Institute web site (Northwest Connect).
 - l) Develop training materials for end user and position-specific training procedures.
 - m) Provide technical instructions on the use and application of Datatel Colleague on a one-to-one or group basis to Colleague users.
 - n) Participate in Colleague related training and organize material to assimilate and communicate acquired knowledge to other College employees.
 - o) Test printer configurations, system enhancements, patches and changes to hardware, parameters and procedural set up.
 - p) Administer users within the College Datatel Colleague environment
 - q) Initiate technical support calls to the Datatel Colleague service provider (currently OA Solutions of Victoria, BC)
 - r) Ensure data security and backup for the Image Now document imaging system
 - s) Administer users on the Image Now document imaging system
 - t) Provide training and support for users of the Image Now document imaging system
 - u) Provide backup systems admin support for the College learning management systems.

SUPERVISION RECEIVED:

Director Technology Services

SUPERVISION / DIRECTION EXERCISED:

No Direct supervision. Train staff in the use of Datatel Colleague Administrative System.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Create, develop and maintain electronic reporting systems for College administration and financial records and reporting requirements.

FINANCIAL RESOURCES:

Create, design and develop major financial and accounts reporting databases.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Qualifications

- Intermediate Knowledge of Database Administration; Database Administrator Certification preferred (e.g., Oracle DBA)
- A 2 year Diploma in Computer Technology with a systems and database focus; Bachelors Degree in Computer Science or Bachelor of Business degree with an Information Systems focus preferred.
- Minimum of 3 years experience working directly with a management information system.
- Working knowledge of accounting, HR and payroll, and web integration.
- Demonstrated proficiency with business process modeling, analysis and design.
- Expert knowledge of spreadsheet, document and presentation software (Excel, Word, Powerpoint), business reporting, pivot tables, etc.
- Working knowledge of object oriented programming (e.g. Visual Basic) and Visual Basic for Applications (VBA)