

Financial Business Analyst Senior

The WV Enterprise Resource Planning Board (ERP) is responsible for the planning and implementation of software applications (referred to as wvOASIS) to achieve comprehensive data integration and processes for state departments into a unified system that includes the state's financial management, procurement, personnel, payroll, budget development and other administrative business processes. This position is multi-faceted and will allow opportunities to work in many financial disciplines as it relates to the State of WV. The position may have a supervisory or leading component while also training and learning under current ERP employees.

Position Description: Provide support in the functional system areas of the state such as Procurement, Accounts Payable, Accounts Receivable, Payroll, General Accounting, Budgeting, Grants, Cash Management, Fixed Assets, System Testing and Reporting:

- Work with departments and software vendors with the implementation of business processes in the above areas.
- Ability to draft in written form proposed solutions for designated business processes.
- Ability to propose and execute plans to optimize processes and develop internal controls.
- Work with departments across multiple disciplines such as accounting, payroll and human resources.

Work with wvOASIS and department subject matter experts as well as the various stakeholder agencies e.g. the Department of Administration Purchasing and Finance Divisions, State Auditor's Office Audit, e-Pay, and Purchase Card Divisions, State Treasurer's Office, Governor's Office and State Budget Office.

Collaborate with technical and functional staff on activities relating to the wvOASIS financial areas listed above, including testing, training, and increasing utilization.

Specific job requirements include researching the application for solutions to financial areas, working with the stakeholders and consultants to develop, implement, and administer processes to address existing data issues and to ensure that the issues do not re-occur. The individual is expected to learn other areas of wvOASIS Financial and assist in other projects, assignments as needed.

Knowledge, Skills, and Abilities:

Desired person should have a basic knowledge of the financial areas listed in this job posting as well as:

- Bachelor's degree (preferred)
- Must have strong written and oral communication skills
- Ability to troubleshoot, report and test system issues
- Ability to prepare training material and conduct workshops
- Must have the ability to organize, conduct, and document meetings
- Strong computer and analytical skills including word and excel
- Attention to detail and Self-Motivated

Substitution: Technical experience in governmental operations and/or working with the current system wvOASIS may be considered.

Benefits:

- Defined Benefit Pension Plan
- 457(B) Retirement Plan Available
- Paid Holiday, Annual and Sick Leave
- Health/Vision/Dental Insurance

Apply:

- Please send applicable resumes to Bryan.Hoffman@wvoasis.gov