



Job Description

Position: PeopleSoft Financials and Supply Chain Management (SCM)
Functional Subject Matter Expert (SME)
Department: Application Services
Reports To: Information Technology Officer

Job Summary:

PeopleSoft Functional Financials and Supply Chain Management (SCM) Subject Matter Expert with proven experience on the full capability of PeopleSoft Finance/SCM application with emphasis on General Ledger, Accounts Payable, Accounts Receivables, Billing, Purchasing, eProcurement, and Asset Management to work with multiple teams composed of technical and business analysts to pre-plan and later lead functional team in upgrade of the Financials and SCM applications. Upgrade pre-planning to include working with functional team to re-access current configuration of noted modules and correct any issues that would pose as major obstacles during the upgrade. During and after upgrade provide training and business processes to end user community to support HRT in on-going usage of the PeopleSoft Financials and Supply Chain Management application to its full capability after the upgrade.

Individual must be well versed in functional aspects of PeopleSoft General Ledger, Accounts Payable, Accounts Receivables, Billing, Purchasing, eProcurement and Asset Management modules with insight into technical aspects.

Individual must be able to define requirements based on current functionality and SME knowledge, as well as be able to map requirements to test scripts and validate not only documented requirements but validate current functionality against identified business processes and test scenarios. Expertise in working closely with technical resources to map functional design to technical design is required.

Public Sector experience preferred. Transit experience would be a plus.

Essential Duties and Responsibilities:

Work to plan and lead functional team in upgrade of PeopleSoft Financials and SCM application from version 8.4 to 9.x. As part of the pre-planning needed for the upgrade lead in performing fit gap on current configuration and utilization of Financials and Supply Chain application.

Duties include, but are not limited to:

Upgrade Pre-planning:

- Lead effort in establishing a functional base line for as-is-state and defining the to-be-state with transition roadmap that includes the key components around business processes, policy framework, process re-design, change management and working closely with other technology team members in determining technology and product configurations.
- Lead requirement analysis sessions to gather key business objectives.
- Identify current business process challenges.
- Identify and document gaps in business processes
- Identify Business Process re-engineering opportunities for existing and future modules and processes
- Working with team on requirements for RFP.

- Assist in evaluation of proposals in response to solicitations.

Upgrade:

- Work with the selected upgrade vendor and team to:
 - Lead requirement analysis workshops to gather detailed design and configuration specifications, requirements validation, issue resolution, coordination of project activities and user testing efforts.
 - Identify and document requirements and functional specifications. Including documenting system enhancement proposals, outline issues, alternatives and provide recommendations detailing performance, costs, scheduling, time and benefits. Ensure changes follow HRT Change Management process and are submitted for review and final team approval.
 - Identify impacts that changes to system configurations will have on integrated systems and existing internal and external interfaces
 - Lead in design, setup and configuration of the application, reports and interfaces.
 - Ensure upgrade vendor and team understands and adhere to company's documentation standards, file design and storage methodology.
 - Develop test requirements, plans, and scripts.
 - Conduct thorough functional System, Integration and User Acceptance Test and other testing following standard methodology
 - Review, revise, recommend, and document new business processes, procedures, and set ups.
 - Design and perform organizational change management activities, such as documentation, training, sessions, lab and end-user support etc
 - Assist Application Developers with design solutions for application modifications, interfaces and reports
 - Attend project status meetings to review project progress and present risks including issues and constraints that are impeding or may impede project performance. Provide recommendations for risk mitigation.
 - Prepare and issue requested project status reports covering all assigned pending and current project activities.

General

- Work with team to ensure effective use of PeopleSoft Financials and SCM application before and after the upgrade.
- Provide leadership in the development of functional skills in others through active knowledge sharing.
- Work with team to develop audit standards for transactions and data.
- Provide query power user support
- Provide nVision user support
- Perform other functional analyst support duties as needed
- Provide on-going formal internal training as needed
- Assist in managing requests from stakeholders following the change management process.
- Develop change request business cases (i.e. define the problem, pros, cons, suggestions, cost/benefit analysis; recommendations)
- Lead in performing configuration changes, testing, training and business process documentation as needed.

Required Knowledge, Abilities and Skills essential to Job Functions:

- A minimum of 10 years working in a functional/business analyst role supporting financial systems.
- Combined minimum of 7 years of operational experience with PeopleSoft Financials/SCM versions 8.4 through 9.1.
- 6 + years proven ERP system implementation experience
- 2+ full PeopleSoft Financials/SCM Software Development Life Cycle (SDLC) implementations
- Experience with Financials/SCM version 8.9 or higher.
- Worked as Financials Functional Lead 2+ implementation and/or upgrade projects.
- Exemplified superior knowledge in understanding of business requirements, processes and implementation approaches for four or more of the following PeopleSoft Financials/SCM modules: General Ledger, Accounts Payable, Accounts Receivables, Billing, Purchasing, eProcurement and Asset Management.
- Experience with workflow approval configuration and processing
- Upgrade experience with General Ledger, Accounts Payable, Accounts Receivables, Billing, Purchasing, eProcurement and Asset Management.
- Working knowledge of project management principles and techniques.
- Advanced knowledge of automated systems testing procedures, data conversion analyses, transaction processing and troubleshooting application.
- Must be able to QA test development work and work with the technical development team to ensure customer requirements are met
- Advanced knowledge of Finance business practices, work flow analysis, business systems design, and process re-engineering.
- Proven experience in requirement gathering, fit/gap analysis, documenting design, test planning and execution, training strategy, and overall implementation planning.
- Proven ability to evaluate configuration options to leverage PeopleSoft delivered functionality.
- Accountable and strong rapport with technical counterpart and user community.
- Willing to provide leadership in the development of functional skills in others through active knowledge sharing.
- Must have strong writing skills and be able to create functional specifications, design documents, training materials, test scripts, etc.
- Technical proficiency in developing user reports with nVision.
- Technical proficiency in developing user reports with PS/Query.
- Technical proficiency with SQL and PS/Query for reviewing data, troubleshooting and testing/validating source system data.
- Demonstrated ability to handle multiple priorities effectively and efficiently.
- Demonstrated skill in verbal and written communications, making presentations before groups and committees, and working and/or leading effectively and cooperatively with staff and management.
- Demonstrated skill in analysis and problem solving including determining priorities, producing fully developed quality recommendations to decision makers.
- Excellent issue resolution (problem diagnosis), analytical and troubleshooting skills.
- Demonstrated commitment and understanding of best practices in quality customer service.
- Advanced knowledge of MS Office products (with particular emphasis on Excel, Project, and Visio (or other flowcharting software)).
- BA or BS or equivalent experience

Nice to Have:

- Experience using Oracle User Productivity Kit.
- Experience working with a Transit agency

Qualifications:

Training and/or Education:

BA/ BS degree in Business Administration or Management Information Systems or other closely related field or the equivalent combination of education and experience required.

Licenses or Certificates:

None

Special Requirements:

None

FLSA Status:

Exempt

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires high-speed operation of keyboard devices. Also requires lifting and transferring of computer equipment as needed.

Unusual Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development and Human Resource Department.