

Position Vacancy Announcement

ENTERPRISE SYSTEMS REPORT WRITER BG@100

Bowling Green State University

Position Summary

The ERP Report Writer collects functional report requirements from the end user through collaboration and one-on-one interviews. After analyzing the report requirements, available data and technical alternatives, the collected information is documented in the form of a formal report specification. The report specifications are used to develop and model a PeopleSoft report utilizing one of the PeopleSoft reporting tools. After thorough testing with the end user, the developed report is migrated to the production environment and turned over to the end user. Additionally, the PeopleSoft Report Writer is responsible for supporting the production reports, trouble shooting issues with reports, modifying reports with PeopleSoft upgrades, and assisting the end user with the successful use of the reports.

Essential Duties, Tasks and Responsibilities

- Write functional and technical specifications, develop report program code and fully test the developed reports and migrate the reports to the production environment. This involves the following:
 - Writing functional specifications includes: the collection of user requirement through collaboration and one-on-one interviews with the user; analyzing the requirements, available data and technical alternatives for developing the report; writing a narrative description that an end user could understand and fully documents what is needed and how it will be developed.
 - Technical Specifications includes: documenting the PeopleSoft tables and data elements needed by the report; documenting the relationship that the tables have with each other; documenting the selection process that would be used to select data for the reports; documenting the report format and delivery method; documenting the reporting tools that will be utilized to produce the report.
 - After writing specifications the report program would be developed within the BGSU standards, unit tested, user tested/signed off, documented, and migrated to the production environment.
 - This individual would train the end user/s responsible for managing the report on the execution and utilization of the report.
- Support and maintain PeopleSoft custom production reports. This involves the following:
 - Troubleshooting and production report issue raised by the end user.
 - Correcting any report anomalies caused by report design flaws.
 - Upgrade the custom reports as maintenance and new releases as provided to BGSU by PeopleSoft
- Provide user training on end user reporting tools. Develop and maintain user FAQs for end user reporting tools.
- Other project assignments as needed which apply to the related technical skill set and the PeopleSoft implementation.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Ability to collect report requirements through collaboration with the end user.
- Ability to perform analytical techniques to formulate effective reporting solutions from the collected requirements.
- Comprehensive knowledge of Structured Query Language (SQL), PeopleSoft Query Writing, PeopleSoft SQR report Development and PeopleSoft nVision report Development.
- Working knowledge of Crystal Reports Development and Microsoft Excel in conjunction with PeopleSoft report tools.
- Experience with multiple report output formats including PDF, HTML, XML
- A functional knowledge of PeopleSoft applications
- A basic knowledge of financial accounting principles and practices
- Ability to utilize the Microsoft Office suite to plan, organize and document assignments
- Effectively handle multi-tasking projects and assignments
- Ability to estimate effort required to complete assignments and ability to deliver assignments on time.
- Analyze and problem solve.
- Learn new skills and abilities
- Follow standards and procedures of the office including testing documentation, logging in issues and reporting of issues, etc.
- Effective verbal and written communication skills
- PeopleSoft experience a plus (preferred) either with implementation and or upgrade installations
- Understands relational database work
- Experience using PeopleSoft Application Designer
- Peoplecode (preferred)
- Evidence of self learning new languages

Minimum Qualifications

Bachelor's degree in a Business Administration or Information Technology related field required. Three to five years experience writing functional and technical specifications. Three years experience designing and developing reports in PeopleSoft environment using SQL, PeopleSoft Query, SQR, nVision, and Crystal Reports. Three years working with PeopleSoft FMS General Ledger.

Salary

Full-time administrative staff position. Administrative grade level 15, minimum salary \$42,235. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references by email to ohr@bgsu.edu or regular mail to:

Office of Human Resources (Search L-61449)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on July 10, 2009 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the

following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.