UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
FINANCIAL SERVICES PROJECT SPECIALIST
(2.5 Year Contract)

❖ About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

❖ About Financial Services:
The Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

❖ Essential Functions:
The University of California (UC) has launched a significant initiative, called Working Smarter, to create cost savings and administrative efficiencies through a variety of projects across the UC system. A key set of these initiatives involves the deployment of common administrative systems and shared business processes. The first of several major system implementations will be a common HR/Payroll system (UC PATH) for all of UC’s nearly 200,000 employees. The implementation of the Oracle PeopleSoft payroll and HR systems represents the first of three phases that will take place.

Under the general direction of the Associate Vice Chancellor-Financial Services, the Project Specialist is responsible for managing the conversion and deployment phases for the Payroll and General Ledger deliverables to support the Riverside campus implementation of UC PATH’s Payroll and Commitment Accounting applications and other Financial Services (FS) streamlining initiatives.

The incumbent will serve as a project lead for UC PATH FS deliverables for the Riverside campus; this will include monitoring the quality of project deliverables and the timely resolution of identified issues. The position will be expected to coordinate closely with the campus governance structure (i.e., Steering Committee, Working Group, Project Management Office, Teams, etc.) on specifics related to the approach and work plan, ensuring completion of project milestones, appropriate communication between work teams, identification of change management issues, and overall project management on a day to day basis. Participate or lead discussions as needed (status meetings, problem solving sessions, etc.), develop/deliver training for users, and assist in identifying the tools and methodologies required for executing on the established project approach and work plan. The effort assigned to the job responsibilities may shift in response to changing goals and objectives and the demands of the project.

Under the general direction of the Associate Vice Chancellor-Financial Services, the Project Specialist will be responsible for managing the development and deployment of other FS specific streamlining initiatives by coordinating IT staff (internal and external) and subject matter experts to facilitate the design, development, testing, validation, implementation, and training of new systems applications. In consultation with AVC and divisional staff, the Project Specialist evaluates business processes, provides analysis and recommendations for business process improvements and related internal control functions, documents user needs and business processes while adhering to University of California campus and system wide policies and procedures.
Minimum Requirements:

- Bachelor's degree in Business Administration, Management Information Systems, or a related field and seven years of experience in business process analysis and/or accounting; or an equivalent combination of education and experience.
- Broad-based knowledge of business processes and related internal and process controls and a general understanding of the features of relational databases and web-based applications.
- Demonstrated experience managing accounting/payroll-related projects and/or demonstrated experience as a member on complex, diverse financial system implementations.
- Strong project management skills; demonstrated skills to execute on a project plan and meet key objectives, organize resources, lead discussions, assimilate input from others.
- Demonstrated experience leading groups through the analysis of business processes as they relate to automated systems; performing statistical analysis and research; using flowcharting software such as Visio to document business processes and information flows; developing user requirements of systems and end-user documentation; training users on system applications; using Microsoft Office Suite or other productivity software.
- Ability to effectively prioritize, manage and execute multiple project related activities and tasks in a high-pressure environment; learn, understand, and work with new software applications; and respond to shifting priorities, demands and timelines using analytical and problem-solving capabilities.
- Demonstrated ability to function in a team leadership role; ability to take broad direction and meet deliverable requirements; demonstrated excellent judgment and decision-making skills within a complex organizational setting; and demonstrated ability to work effectively and collaboratively in teams, and with a diverse population of faculty, staff, community partners and vendors.
- Strong communication and public speaking skills; skills to effectively and professionally communicate using tact and diplomacy with internal and external campus community; demonstrated skill in identifying the correct issues to be communicated, the appropriate audience, the method of communication, and the timing of the communication.
- Demonstrated ability to develop professional reports using enterprise systems and data retrieval queries; advanced skills in creating and editing documents, spreadsheets and websites using Microsoft Word, Excel, PowerPoint, and content management software applications with moderately advanced features; and demonstrated skill in preparing professional narrative reports and analytical studies.

Preferred Qualifications:

- Master's degree in project management or business administration.
- Minimum of 10 years of recent, progressively responsible experience as an accounting professional.
- Project Management Profession (PMP) certification.
- Significant experience with financial systems conversions and implementations; experience leading system implementations, preferably in higher education or public sector.
- Peoplesoft experience.
- Experience in business process analysis and redesign, and change management processes.
- Knowledge of UC campus and system policies and procedures.

Conditions of Employment:

This is a full-time, 2.5 year contract position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend work may be required. The budgeted annual starting salary range for this position is $58,800 - $91,100. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. The Project Specialist position number is 201203053204. Filing Date: Open until filled.