ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

SENIOR INFORMATION ANALYST – HR and PAYROLL

(INFORMATION TECHNOLOGY DIVISION)

For consideration, application materials must be received by October 13, 2020 at 3:00 p.m. CST.

POSITION SUMMARY

The Senior Information Analyst for HR/Payroll will provide requirements analysis, application support, implementation, integration, and maintenance for Ellucian Banner and associated systems. The Senior Information Analyst will support and provide guidance to HR/Payroll offices at the 24 ACCS member institutions.

PRIMARY RESPONSIBILITIES

* ❖ Researches and responds to requests from administrators and staff regarding specialized HR/Payroll processes.

* ❖ Maintains HR/Payroll systems processing schedules and calendars.

* ❖ Participates and/or leads the OneACCS HR/Payroll governance team.

* ❖ Maintains and coordinates testing plans for bundles, releases/upgrades for HR/Payroll software/database applications. Tracks and reports system issues to monitor progress.

* ❖ Provides support and reviews new or changing requirements in HR/Payroll rules against systems updates and provide recommendations to ensure compliance with regulatory needs and changes.

* ❖ Works with all ACCS institutions to build a trusting relationship.

* ❖ Supports functional/technical staff at ACCS and member intuitions in use of ERP and ancillary systems.

* ❖ Coordinates and resolves competing priorities from multiple internal/external groups.

* ❖ Works in conjunction with other analysts to aid others in the creation and delivery of training materials in support of HR/Payroll software and database applications.

* ❖ Provides quality control assistance and guidance to staff with various processes to maintain efficiency with HR/Payroll processing.

❖ Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.

SECONDARY RESPONSIBILITIES

❖ Performs other IT/functional support tasks for each individual institution as needed.

❖ May be required to supervise other employees or serve in a temporary capacity at a member institution.

❖ Any other duties assigned as needed.

QUALIFICATIONS

REQUIRED

❖ BA/BS degree from a regionally accredited institution.

❖ Twelve (12) years of directly-related professional experience in IT, IS, or superuser HR/Payroll.

❖ Experience in HR/Payroll administration in higher education.

❖ Experience designing, integrating, and managing complex ERP solutions.

❖ Excellent verbal and written communication skills.

❖ Strong project management and organization skills.

❖ A demonstrated ability to build consensus among stakeholders.

PREFERRED

❖ MA/MS degree from a regionally accredited institution.

❖ Six (6) years of directly-related experience.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by mail, hand delivery or email only (charlene.finkelstein@accs.edu). INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.

Complete application packets must be received no later than 3:00 p.m. CST on October 13, 2020. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Ms. Charlene Finkelstein
Alabama Community College System
Human Resources Dept.
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person at 135 S. Union Street).

Salary range is $90,011 - $124,565 dependent upon qualifications and experience. This position will be based in Montgomery, Alabama.

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Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.