



STATE OF COLORADO
invites applications for the position of:

NON-CLASSIFIED - Report Writer/Budget Systems Analyst

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Golden, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1500 Illinois Street Golden, CO 80401

SALARY: Depends on Qualifications

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 09/16/16

CLOSING DATE: 09/28/16 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



DESCRIPTION OF JOB:

Colorado School of Mines is looking for a motivated, highly skilled and independent person who will be required to extract data and report from a variety of financial and reporting systems including Banner, the operational data store, Cognos, Prophix, Tableau and Rapid Insights. They must possess a strong skill set to learn new financial and reporting systems. This position will provide analytics including trends, benchmarking and predictive modeling for various financial and budgeting models and is required to have a strong accounting knowledge base. He or she will be the lead in working with various campus departments to develop comprehensive enrollment projections and reporting requirements. The responsibilities of this position will include non-routine analysis and scenario projections which executive management will rely on for institutional decisions. This position will also become the key point person for updating, testing and implementing new modules for the budget system Prophix.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- Bachelors degree in accounting, finance or related field
- Progressive experience in financial accounting or budgeting
- Advanced proficiency in database applications and report writing software
- Advanced proficiency with Windows-based software packages involving spreadsheets, word processing and presentation applications
- Experience working with large complex data and providing data analytics using both trend and predictive modeling
- Excellent interpersonal and communication skills

Preferred Qualifications

- Experience with higher education fund accounting, budget and/or cost accounting
- Experience with Banner
- Experience with an Oracle-based or a similar financial system
- Experience with Cognos or a similar report writing system
- Experience with Prophix, Tableau, or Rapid Insights systems

SUPPLEMENTAL INFORMATION:

Please visit our website at <http://jobs.mines.edu/cw/en-us/listing/> for the complete announcement and instructions on how to apply.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

HOW TO APPLY: Online applications will not be accepted. Please follow instructions on the job announcement for submitting an application.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

<http://jobs.mines.edu/cw/en-us/job/492374/report-writerbudget-systems-analyst>

DEPARTMENT CONTACT INFORMATION:

Human Resources 1500 Illinois Street Golden, CO 80401 303-273-3250 fsearch@mines.edu

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #16-384570
NON-CLASSIFIED - REPORT WRITER/BUDGET SYSTEMS
ANALYST
DW

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.
