



Business Lead, Workday Financials Job Description

JOB INFORMATION

<i>Job Code:</i>	165256
<i>Job Title:</i>	Business Lead, Workday Financials
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.
<i>Job Family:</i>	IT Business Analysis
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Represents the critical needs and requirements of the business unit. Works with project leadership and provides guidance on strategies, execution and solutions regarding business process design and transformational opportunities. Tracks and mitigates issues and risks, and provides input and guidance for process design impacts. Works with advisory council members and other administrative staff to solicit feedback and provide input. Identifies and suggests business opportunities to increase usability and efficiency of business processes and information architecture. Cultivates a shared vision for Workday Financials and other hosted technologies that are integrated with Workday.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	8 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Familiarity with the Workday application.
X		Experience managing and/or supporting financial administrative activities within higher education and or health care.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong desire to work in an information system environment.
X		Extensive understanding of corporate financial processes.
X		Deft interpersonal skills for communicating with all levels of staff and executive leadership.
	X	Functional or project management experience with large, enterprise software deployments.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for representing the critical needs and requirements of the business units. Shares responsibility for the overall business process design, including process mapping and scenario design.				
Works with project leadership and provides guidance on strategies, execution, and solutions regarding business process design and data access based on requirements of the business unit process. Participates and drives decision-making in ongoing meetings with project leadership and program sponsors.				
Acts as a point of escalation for business analysts and subject-matter experts for policy and process-related issues. Provides input and guidance for design impacts, and keeps relevant parties informed of updates.				
Provides input and guidance on design impacts; develops statements of work and or proposals. Advocates within the overall change management strategy. Works with advisory council members to solicit feedback on design issues. Fosters cross-team collaborations.				
Identifies and suggests business opportunities to increase usability of business processes and information architecture. Works with the project team to help document new or changed requirements, solutions, impacts, alternatives and final decisions.				
Cultivates a shared vision for the overall business process design for Workday Financials; fosters consultative partnerships with leaders, peers, and end-users to share knowledge in support of process and system design.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected

under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.