General Description
Assists with various and unique projects within the Spectrum Office and the general management of the financial systems for Georgia State University (GSU).

Examples of Duties
- Serves as expert on the functional aspects of the systems that the Spectrum Office supports for GSU, such as ADP, SciQuest.
- Maintains security and workflow for PeopleSoft Financials, ADP and SciQuest applications.
- Develops reports, handles queries and debugs application issues.
- Performs the data collection for systems supported by Spectrum Office upon request.
- Assists with training classes as needed.
- Tests and updates systems as required.
- Resolves Help Desk tickets assigned to the Spectrum Team.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge and experience with PeopleSoft Financial.
- Knowledge of business systems and processes.
- Knowledge of writing and running queries.
- Knowledge of ADP, ADP Reporter and SciQuest.
- Knowledge of managing and administering security and workflow.
- Knowledge of working with large database systems.
- Excellent communication and analytical skills.
- Ability to pay attention to detail.
- Ability to multi-task and prioritize work assignments.

Minimum GSU Hiring Standards
Bachelor’s degree in Business or Information Technology and four years of related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.