

Assistant Director of Financial System
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=229105>

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Posted Jan. 18, 2024, set to expire Jul. 12, 2024

Job Title Assistant Director of Financial System
Department Office of Financial Systems
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jan. 18, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management
Computing/Informational Services

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Financial-System_RQ27719

Apply By Email

Job Description

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This position has responsibility and oversight for the implementation, support, and administration of Stevens' Workday Finance system and other systems utilized at Stevens, and will drive overall governance, enhancement, and optimization of the platform. The Assistant Director of Financial Systems will serve as the number two person in Financial Systems and will play a critical role in the development and implementation of the Workday Finance system.

The Assistant Director of Financial Systems is charged with ensuring the success of efforts spanning the entire Workday lifecycle including planning, testing, implementation, enhancement updates, and

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production releases. This includes all normal production activities including business process administration, security administration, reporting, testing, and quality assurance as well as new solutions built on the existing platform to meet future business needs and implementation of configuration and deployment requirements for future Workday modules. The individual in this position must have broad knowledge of Stevens' business processes and offer solid planning and guidance to ensure functional areas are provided with outstanding support and effective solutions. The successful candidate will work collaboratively with stakeholders from academic and administrative units to provide them with guidance and support in performing daily tasks. The successful candidate will report to and assist the Director of Financial Systems in the oversight of all financial systems utilized by the university. Leadership, team building, project management, vendor management, and customer-centricity are key characteristics of a successful candidate for this position.

Responsibilities include, but are not limited to:

- Assist the Director of Financial Systems in ensuring that all existing systems are operating efficiently.
- Work as a significant part of the team responsible for the implementation of Workday Finance.
- Assist in planning and coordinating necessary testing during the implementation of the WD Finance to ensure it is successfully completed for all changes and that any issues which arise are properly captured and resolved.
- Proactively and continuously pursue professional development and training.
- Perform additional duties as assigned that may arise outside Workday platform but are related to providing support to the campus community.
- Assisting other members of the Financial Systems team in supporting all existing systems: Quali, Sisense, Concur, JPM Banking.
- Assist the finance customer support team, in investigating and solving the root cause of questions and issues, and recommending communications, training, and other resource development for campus users.
- Analyze and assess the issues reported and make the determination for the best course of action. He/she needs to come up with a short- or long-term solution depending on the case.
- As needed, the Assistant Director of Financial Systems will contact technical support for vendors whose system requires escalation (Workday, Quali, Concur).

Required Qualifications

- Bachelor's degree in a business or technology-related field, or equivalent training and experience
- 3+ years of experience with a finance related ERP platform
- Experience with large-scale system implementations and enhancements

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- Demonstrated success leading cross-functional teams and business initiatives
- Experience capturing requirements and documenting business processes
- Energetic, passionate, and self-motivated mindset with a strong desire to excel and flourish in a fast-paced and dynamic environment and a commitment to continued self-improvement
- Strong interpersonal, written, and oral communication skills, and the ability to communicate effectively with both technical and non-technical audiences
- Strong organizational, prioritization, and planning skills with an ability to work on multiple projects simultaneously and collaboratively with cross-functional units
- Sound independent judgment and decision-making
- Strong analytical and problem-solving skills with high attention to detail.

Preferred Qualifications

- Professional experience in higher education preferred
- Knowledge of basic accounting principles
- Knowledge of finance related cross-functional areas within a higher education institution

Department

Office of Financial Systems

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Academic Submission Guidelines:

Please submit:

- Cover letter
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Curriculum vitae

- Research statement
- Teaching statement that includes a) teaching interests, b) teaching philosophy, and c) a plan on how to create an inclusive environment for students of all backgrounds in terms of classroom teaching, student advising, and graduate student mentoring
- Contact info for at least 2-3 references (school-specific; please refer to job posting)

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal

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statutes.

NSF ADVANCE InstitutionStevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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