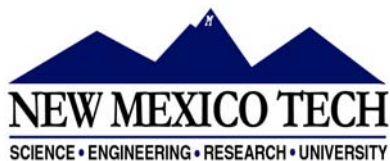


Posted: May 30, 2018



POSITION ANNOUNCEMENT

TITLE: BANNER REPORT WRITER

DEPT: INFORMATION TECHNOLOGY COMMUNICATIONS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$43,260.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: June 7, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Create new reports, convert existing reports to Argos, resolve problems and make modifications to existing reports. Provide assistance to users in understanding the Banner data structures and the use and functionality of report writer software and provide assistance to users troubleshooting existing report problems or problems using the existing reporting software. Verify the continued functionality of existing reports in relation to software upgrades. Organize and manage the report libraries. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of a program of 18+ months after high school; Area of study, Information Technology or related discipline and at least 2 years of directly related job experience OR Bachelor's Degree, Area of study, Information Technology or related discipline. Two years experience using Microsoft Access or similar database software or report generation tools using higher level functions including, but not limited to, crosstab queries, multiple subqueries, extensive use of aggregate functions, left/right outer joins and report writing required. One year experience using the higher level functions of Microsoft Excel required. One year computer experience using Microsoft Word required. Strong oral and written communications skills required. Ability to work independently or as part of a team is required. Ability to train people in a classroom setting is required. Ability to work under time constraints is required. Ability to learn to write functions to use within the Argos reporting tool required. Understanding of and ability to create queries using standard SQL required. Knowledge of Banner table structure desired. 6 credit hours in Accounting from an accredited College/University or 4 years of experience working in an accounting position desired. Experience writing reports using Hyperion desired. Experience with the Brio reporting platform desired. Experience with Argos reporting platform desired. Must pass a criminal background check. Must have a valid New Mexico motor vehicle operator's license.