

**Business Services Systems Analyst
Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=258721>

Downloaded On: Jun. 26, 2025 10:14pm

Posted Jun. 26, 2025, set to expire Oct. 22, 2025

Job Title Business Services Systems Analyst
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jun. 26, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Business Services Systems Analyst

HR EMPLOYMENT/CAREERS

Closing Date: 07/15/25*

***For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

Salary Grade: C5-16

Full Salary Range:

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\$8,409.07 - \$11,278.83 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

DEFINITION

Under general supervision, performs complex business and systems analyses of current Business Services processes, practices, and work flows; gathers data and provides budgetary and financial analysis on matters associated with collective bargaining and administrative decision making; participates in data governance activities and advises on data structures, definitions and/or new processes to facilitate data transfers and integration of internal, external and enterprise system modules; supports executive management in financial analyses, modeling, and budget reconciliation and assists with analyzing the impact of proposals used for contract negotiations, collective bargaining and other business needs; in collaboration with Educational Technology Services (ETS), provides staff with guidance on the departmental use and enhancement of financial systems, and leads efforts to identify and address departmental reporting requests and requirements; develops functional testing input and implementation plans in coordination with ETS for approved system enhancements and upgrades; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from of the Vice Chancellor of Business Services or assigned Business Services administrator with technical guidance from the ETS Department. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

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This is a journey-level professional classification that performs the full range of professional duties required to coordinate, process, develop, complete, and advise on utilization of Business Services systems and to document and inform functional requirements for software projects; performs specialized analyses and studies to provide recommendations for effective use of Business Services technologies and for efficient management of business processes. The incumbent assists executive management with budget development and management fiscal reporting, budget analysis and collective bargaining analysis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and incumbents are fully aware of the operating procedures and policies of the work unit. Incumbents will also be the department technical lead, coordinating with ETS to implement and/or upgrade Business Services software applications. This class is distinguished from the District Financial Analyst, Lead by the advanced knowledge of professional-level data and project management work performed, in addition to the knowledge of accounting and financial analysis.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information that contributes to the development of management's collective bargaining positions and/or labor relations strategies.

KEY DUTIES and RESPONSIBILITIES

The following duties and responsibilities are typical but not limited to the following:

1. Provides technical expertise to management and staff regarding districtwide budget and accounting processes, technology and data issues; develops solutions and recommendations as appropriate; coordinates with ETS to upgrade existing modules and evaluates new modules related to various areas of fiscal activities.
2. Communicates and collaborates with ETS department to improve system functionalities and workflows to enhance the efficiency of budget and financial reporting systems and other software platforms; reconciles and assists with integrating data from multiple internal and external sources; updates and troubleshoots issues related to data integrity, accuracy and accessibility for all departments.
3. In collaboration with other management, professional and technical staff, analyzes a variety of Business Services functional requirements and develops needs analyses; provides functional input to ETS so it can translate ser needs into specifications for technology enhancement and customization projects; works with Business Services functional users to evaluate and reengineer Business Services work processes to integrate with and complement system functionalities.

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4. Trains Business Services users on technology systems processes including those related to the HRIS and position control systems; writes or oversees the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; instructs users on setup and execution of processes; provides on- going technical support to functional users.
5. Partners with ETS on the implementation of budget development and monitoring processes; develops and implements technical procedures, calendars and formats related to budget preparation and maintenance; participates in identifying budgetary issues and concerns; gathers data and prepares revenue and expenditure forecasts for annual budgets and periodic budget status report briefings; develops and analyzes projections and variance reports.
6. Prepares in-depth and thorough analyses of cost and feasibility of bargaining proposals and recommends alternative options for bargaining; provides real-time data during negotiation sessions to support the Vice Chancellor or designee in the negotiation process; conducts costing analysis necessary to protect the District's long-term solvency and to maintain financial stability; generates related reports and supporting documentation for the Board's consideration; supports other contract negotiation processes.
7. Develops, updates, and maintains the position control functions; coordinates with Human Resources to develop, maintain, and analyze personnel data including salary tables, benefit rate tables and budgeted positions; monitors and organizes reports related to benefits/personnel costs; reviews and analyzes staffing changes, reorganization, and restructuring and related cost changes; computes and reports on cost-of-living adjustments and projections on various costs related to entitlement benefits including retirement.
8. Organizes and produces detailed financial reports, including quarterly, annual, and state-level documents; organizes, prepares, and submits a variety of monthly, quarterly, annual and other periodic and ad hoc budget and financial reports and documents required by state and federal agencies and as requested by management; researches, gathers, and analyzes financial data and assists with preparing presentations for various audiences including shared governance committees and the Board of Trustees.
9. Assists in developing effective internal controls in concert with ETS-managed security frameworks to ensure appropriate use of funds and compliance with pertinent statutes and regulations.
10. Provides technical financial guidance to the accounting functions including accounts Payable, Receivable, General Ledger Accounting and Payroll; prepares, reviews and posts Journal Entries and Budget Adjustments according to established policies and procedures.
11. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio-economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.

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12. Ensures all financial system changes, enhancements, and modifications follow ETS change-management, information security, and role-based access controls in keeping with District policy.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge:

1. Principles, practices and methods of Business Services process and systems analysis, including business process modeling using data and process flow diagrams.
2. System design theory, concepts and principles including data management and administration and development concepts.
3. Advanced reporting tools, analysis, designs and queries required to reconcile and generate data and reports.
4. Functional capabilities of enterprise financial systems (with technical administration managed by ETS).
5. Generally accepted accounting and auditing principles, practices, and procedures.
6. Financial analysis and research procedures.
7. Reconcile, balance and audit various records and accounts.
8. Compile, analyze and record financial and statistical data.
9. Basic labor relations principles and practices, including negotiation, collective bargaining agreements and contract administration.
10. California community college budgeting, accounting, purchasing, and organizational policies and procedures.
11. Applicable sections of the California Education Code, State Budget and Accounting Manual requirements, and other applicable laws and regulations.
12. Administrative principles and methods including goal setting and long-range planning, program development/implementation, budgeting, recordkeeping and reporting.
13. Integrated financial management and accounting systems.
14. Financial analysis, research and projection techniques, including for bargaining proposals.
15. District budget, accounting, organization, and operation policies and objectives.

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Skills and Abilities:

1. Provide functional leadership on the effective use of approved Business Services technology and software process used for
2. District budget, financial accounting and collective bargaining, in coordination with ETS.
3. Develop, modify, evaluate and implement technical implementation of budget development and monitoring processes.
4. Analyze complex financial data and develop financial forecasts, plans, processes, reports, statements and recommendations, including for bargaining.
5. Prepare, consolidate and administer the District's operating and capital budgets.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures and practices.
7. Organize and prioritize a variety of projects and priorities effectively and in a timely manner to meet critical deadlines.
8. Analyze problems, identify alternative solutions, and implement recommendations in support of departmental goals and objectives.
9. Communicate effectively, make presentations and represent the College in negotiations.
10. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
11. Prepare clear and accurate communications, records, reports, studies and other written materials.
12. Operate a computer and use standard business software.
13. Present information clearly and effectively to various groups and in different settings.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A typical way to obtain the knowledges and abilities would be a bachelor's degree supplemented by coursework and/or training in business administration, business management, accounting, finance or a related field **AND** three years of progressively responsible experience in accounting, finance or data management, preferably for an educational institution.

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Licenses and Certifications:

Possession of a valid California Driver's License or the ability to travel to District campuses and locations.

WORKING CONDITIONS

Environment:

Employee works primarily in an office environment with minimal noise levels and controlled temperature conditions and uses standard office equipment, including a computer. The incumbent is subject to interruptions and contact in person, by email, and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the public. Work may require travel to other offices or locations to attend meetings or conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone; makes presentations.
2. Ability to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 10 pounds.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all

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Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year.

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2078?c=fhda>

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Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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