Personnel Requisition Details

Job Type Description:	Systems Administrator I
FLSA:	Exempt
Secondary Title:	
Scientific Title:	
Position Type:	Staff
Division:	Management Information Systems
Location of Position:	TBD (AUI/NRAO has locations in Socorro, NM, Charlottesville, VA and Green Bank, WV
Job Status:	Regular Full Time
FTE:	1
Length of Appointment:	
Work Schedule:	Normal Business Hours
Amount of Travel Required:	Minimal
Number of Positions Supervised:	None
Position Summary:	The purpose and primary responsibility is development, maintain, and support of the Associated Universities, Inc. (AUI)/National Radio Astronomy Observatory (NRAO) business software, Oracle J.D. Edwards EnterpriseOne (JDE E1). Follows general audit and best practices for all JDE E1 modules utilized. Primary support and contact for Fiscal (GL, AP, AR, Fixed Assets, Inventory) and Purchasing operations in Socorro, NM and Chile however; supports all locations. Support role for all other JDE E1 areas, including but not limited to, NRAO custom Electronic TimeKeeping (ETK), Human Resources, Payroll, management report design and development, JDE Security, Cost Pools, developing/directing user training, documentation /training manuals, MIS Help Desk support/logging. Direct database (SQL) access and corrections as needed. Support of 3rd party software utilized by MIS in support of JDE E1. Development of general data mining tools and reporting. Other MIS duties as assigned.
Competency Summary:	The ability to work independently, conduct independent research, problem solving, goal setting and team collaboration are essential.
Minimum Education:	B.S. Degree in Computer Science or related field or equivalent experience
Minimum Experience:	-Minimum three years directly related experience troubleshooting and resolving issues for comparable business software; -Experience and knowledge in J.D.Edwards Financial modules required; -Strong accounting experience and knowledge required. -Will consider applicants with less directly related experience than required for placement into appropriate lower level classification.

Preferred Experience:	-Knowledge of other JDE E1 modules, basic reporting, security and general system knowledge highly desired;
	-Experience with Data Access Studio (DAS) and highly motivated End-User service oriented candidate desired;
	-Familiar with MS SQL database desired.
Requisition Number:	505
Skills & Abilities:	Fluent Spanish desired
Job Open Date:	3/3/2014
Job Close Date:	
Required Applicant Documents:	Resume/Curriculum Vitae Cover Letter
Optional Applicant Documents:	Other Document

The NRAO is an equal opportunity employer (M/F/D/V)