

JOB DESCRIPTION:	Limited Term - Emburse Software Analyst		
DIVISION/DEPARTMENT:	Business Affairs/Purchasing		
REPORT TO:	Executive Director - Purchasing		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Non-Exempt
CUPA CLASSIFICATION:	#426000	DATE APPROVED:	19-JUN-2026
POSITION NUMBER:	EMBSA1	DATE MODIFIED:	NEW

SUMMARY: The Emburse Software Analyst supports the implementation, configuration, integration, maintenance, and optimization of the Emburse Chrome River travel and expense management platform. Working in partnership with Information Technology Analysts, Accounting, Procurement, and external vendors, this position assists with system configuration, business process analysis, testing, documentation, user support, and integration activities involving Ellucian Banner systems and Bank of America Works corporate card services. Helps ensure that system solutions align with business requirements, institutional policies, and operational objectives.

DUTIES:

1. Assist in the implementation, configuration, and deployment of Emburse Chrome River solutions to meet organizational business and compliance requirements.
2. Analyze, document, and translate business requirements into system configurations, workflows, approval routing structures, and expense policies.
3. Assist in designing, testing integrations between Emburse Chrome River, Ellucian applications, and Bank of America Works corporate card platforms.
4. Collaborate with Accounting, Procurement, and Information Technology teams to ensure accurate data flow and process alignment across systems.
5. Assist in the developing and executing system testing plans, including unit testing, integration testing, user acceptance testing, and validation of data interfaces.
6. Assist in the monitoring interface processing, troubleshooting of integration issues, investigating data discrepancies, and coordinating resolutions with vendors and internal stakeholders.
7. Assist configuration expense types, business rules, approval workflows, audit controls, user roles, and security settings within Emburse Chrome River.
8. May assist in creating and technical documentation, process maps, configuration guides, support procedures, and training materials.
9. Assist with end-user support, system administration, and troubleshooting for Chrome River users, approvers, and administrators.
10. Assist in coordination with Emburse, Ellucian, and Bank of America support teams regarding upgrades, releases, system changes, and issue resolution while ensuring compliance with organizational policies and audit requirements.

REQUIREMENTS:

1. **Education /Background:** At least 7 years' experience directly related to the field; Experience implementing or supporting Emburse Chrome River. Experience with Ellucian Banner, and related Ellucian solutions. Knowledge of Bank of America Works corporate card administration and expense management processes. Understanding of Accounts Payable, Procurement, Travel, and Expense business processes. Experience with system integrations, data mapping, file transfers, APIs, and troubleshooting interface issues. Strong analytical, project management, communication, and documentation skills.

2. **Job Knowledge** The Emburse Software Analyst must possess a strong understanding of WNMU's mission, values, and organizational structure. This role requires knowledge of university business processes, financial operations, travel and expense management practices, and applicable university policies and procedures to effectively support institutional goals. The ideal candidate will demonstrate expertise in business systems analysis, enterprise application support, process improvement, and system integration, particularly as they relate to Emburse Chrome River, Ellucian systems, and corporate card management platforms. The successful candidate will be committed to providing excellent customer service, fostering collaboration among campus stakeholders, and supporting efficient, compliant, and user-centered administrative processes that enhance the overall campus experience.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Requires Background check

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)