

## FINANCIAL SYSTEMS ADMINISTRATOR

**PURPOSE:** Provide system administration and support to the Finance Department and its internal customers and supervise assigned functions within the department.

This classification is responsible for assessing the effectiveness of software systems functions, researching and testing new features and functions, and serving as the Finance Department point person for system implementations and upgrades. This classification also supervises assigned functions such as payroll and accounts payable. Requires a high level of independence and decision-making in carrying out job responsibilities.

### **FUNCTIONAL AREAS:**

1. Provide system administration and support.

- \* A. Serve as key department contact for all system issues and questions.
- \* B. Research new system features and determine best practices for system maintenance and usage.
- \* C. Represent the City on the City's software vendor's Advisory Board to provide input on current issues and future needs enhancements.
- \* D. Represent the Finance Department on the MIS "Logistics Team".
- \* E. Coordinate, test, troubleshoot and implement Finance system upgrades.
- \* F. Establish security requirements and user profiles for all system users.
- \* G. Use system capabilities to determine and implement streamlined processes.
- \* H. Create ad hoc reports and validate new and existing reports to ensure financial accuracy.
- \* I. Develop and maintain user procedure documentation manuals.
- \* J. Train system users both within and outside the Finance Department.

2. Supervise assigned staff.

- \* A. Prioritize, assign and direct work and projects.
- \* B. Coordinate work schedules and approve or reject leave requests.
- \* C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension or discharge of assigned personnel.
- \* D. Establish work standards, provide coaching and feedback and conduct employee performance evaluations.
- \* E. Provide for ongoing training of employees in emerging methods, trends and technologies, and proper and safe work methods and procedures.
- \* F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
- \* G. Effectively recommend adjustments or other actions in employee grievances.
- \* H. Delegate authority and responsibilities to others as needed.
- \* I. Disseminate instructions and information to employees through verbal and written communications.

3. Manage accounts payable and payroll activities.

- \* A. Supervise input, output, filing and storage of accounts payable.
- \* B. Supervise daily payroll operations.
- \* C. Establish and implement best practices for accounts payable and payroll processing.
- \* D. Develop, implement and audit process controls.
- \* E. Review and approve all account reconciliations.

- \* F. Ensure that all statutory and contractual requirements are met.
  - \* G. Maintain intranet time keeping scheduler and human resources/payroll module.
4. Perform related duties.
- \* A. Research and evaluate technology, software products and equipment to ensure departmental needs are met and to improve productivity.
  - \* B. Assist in the development of policies and procedures.
  - \* C. Develop and maintain user defined reports.
  - \* D. Assist in the development of the City's Business Continuity Plan.
  - \* E. Maintain awareness of trends and developments in the field and ensure compliance with laws and regulations.
  - F. Perform other tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ❖ A. Four-year degree in computer information systems, business/accounting, or equivalent, plus at least three (3) years of related work experience; or
- ❖ B. Two-year degree in computer information systems, accounting, or equivalent, plus at least five (5) years of related work experience.
- ❖ C. ERP experience
- D. New World Systems experience preferred.

#### **Knowledge Requirements**

- ❖ A. Knowledge of applicable computer software systems related to payroll and finance.
- ❖ B. Extensive knowledge of payroll and accounting principles and practices as they apply in the public sector.
- ❖ C. Knowledge of pertinent federal, state and local laws, codes and regulations.
- ❖ D. Knowledge of accepted supervisory and personnel management practices and ability to use them effectively.
- ❖ E. Knowledge of research and data analysis methods.
- ❖ F. Knowledge of effective training methods.

#### **Skill Requirements**

- ❖ A. Strong computer skills, including the use of large enterprise-wide accounting and management systems, Microsoft Office Suite (with an emphasis on Excel) and HRIS.
- ❖ B. Skill in the use of report writer utility tools such as Monarch and Crystal.
- ❖ C. Strong skill in effectively communicating on a one-to-one basis or with groups for the purpose of obtaining and providing information and for resolving issues and conflicts.
- ❖ D. Skill in preparing accurate and concise written reports.
- ❖ E. Strong math and analytical skills.
- ❖ F. Proven problem-solving skills with demonstrated ability to gather, analyze and interpret information, generate reports and proposals, collaborate with and advise management, and effectively respond to user requests.
- ❖ G. Skill in training others in the use of software programs.
- ❖ H. Skill in evaluating and analyzing operations and procedures, including prioritizing, scheduling and coordinating work projects.
- ❖ I. Skill in applying sound business judgment in decision-making.

Ability Requirements

- ❖ A. Ability to quickly learn and incorporate new computer software applications and technologies.
- ❖ B. Ability to learn processes of all divisions in the department to meet their user needs.
- ❖ C. Ability to identify and solve problems quickly, decisively and independently.
- ❖ D. Ability to maintain confidentiality.
- ❖ E. Ability to develop and maintain effective working relationships and to work effectively as a team player.
- ❖ F. Ability to adapt to changing needs and to handle multiple projects simultaneously.
- ❖ G. Ability to plan, organize, coordinate, meet deadlines and follow up with attention to detail.
- ❖ H. Ability to use logic and creativity to develop solutions to requests and problems.
- ❖ I. Ability to stay current on developing technology and its application for Finance users.

Physical Requirements

- ❖ A. Ability to sit for extended periods.
- ❖ B. Ability to transport oneself to, from and around sites of projects, meetings and presentations.
- ❖ C. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ D. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- ❖ E. Ability to occasionally stoop, bend and reach for supplies, files, etc.
- ❖ F. Ability to occasionally transport, usually by lifting and carrying, materials/equipment such as file boxes weighing up to 40 pounds.
- ❖ G. Ability to attend work on a regular basis.

- \* Essential functions of the position
- ❖ Job requirements necessary the first day of employment

HR: JA	Union: Supervisory	EEOC: Professionals	CSB: 20110301	Class No: 1341
WC: 8810	Pay: 1085	EEOF: Admin/Finance	CC: 20110314	Resolution: 11-0119R

Revised from Assistant City Auditor