

**MAJOR FUNCTIONS**

This is responsible professional and technical financial systems support work that includes a variety of technical financial tasks for day-to-day operational support, and the incumbent serves as the subject matter expert for various financial system modules utilized by areas including, but not limited to, financial reporting, accounts payable, accounts receivable, payroll, purchasing, and/or financial recordkeeping. The primary work involves interfacing data into the enterprise-wide financial system from various other systems or sub-systems. Troubleshoot and resolve complex system issues, and coordinate with internal teams or vendors for resolution. The incumbent is the first-line resource and business lead for department staff for enterprise financial system support. The employee may schedule, assign, monitor, train, evaluate and coordinate the work of assigned staff (if applicable). Work is performed under general supervision, with some latitude to use judgment to handle the varied work assignments, with review to insure conformance with prescribed policies, procedures and best practices. Work may also be reviewed through reports, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Receives, verifies, reconciles, and corrects financial data that is essential to the City's accurate financial records, and from which journal entries are produced. Independently troubleshoot more complex system issues, assist lower-level system staff with resolving system issues, or escalate technical problems as needed. Takes a lead role in system configuration, testing, or implementation of system upgrades, patches or new features. Imports journals, performs edit checks, budget checks, and posts journals to the financial system. Verifies and inputs data in the enterprise financial system including, but not limited to, contracts and procurement transactions related to requisitions and purchase orders. Reviews, analyzes and resolves errors or discrepancies related to revenue/expense reports, financial reconciliations, or other financial transactions. Performs analysis on various financial statements and reports. Monitors and maintains various interfaces and integrations with PeopleSoft and resolves any issues that arise. Monitors financial related work processes and practices to ensure compliance with all applicable operating rules and policies. Analyze and communicate financial data to system users. Assists with planning and executing various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Assists with testing system changes and monitors implementation of system enhancements. Advises supervisor on system issues, risks, functional impact, and/or data integrity. Provides ongoing training of subordinates, in-depth troubleshooting and the coordination and allocation of resources to accomplish all tasks. Performs related duties as required.

**Other Important Duties**

Serves as a team member on various departmental project teams as needed. Assists the Financial Systems Analysts as needed with special projects.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Considerable knowledge of accounting or finance principles and practices. Considerable knowledge of enterprise financial or accounting systems, as well as the various modules of the City's financial and/or business systems and their relationship to the General Ledger. Working knowledge of computers and related software applications, such as Microsoft Office Suite (especially Excel). Working knowledge of security protocols, data governance, and internal control requirements. Knowledge of office practices and procedures. Ability to utilize delivered or custom queries to support financial decision-making. Ability to analyze complex data and reconcile differences, explain variations, and execute the corrective action needed. Ability to troubleshoot and resolve more

complex functional technical issues with financial systems. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Demonstrate initiative, critical thinking, and problem-solving in a dynamic environment. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to run and analyze required queries and reports from relational database systems. Provide team leadership, mentorship, and technical guidance to more junior staff. Must possess skills necessary for good customer service.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, management information systems, business administration, public administration, or information technology or related field and five years of relevant work experience; or an associate's degree in accounting, finance, management information systems, business administration, public administration, or information technology and seven years of relevant work experience; or an equivalent combination of training and experience.

Note: Preference may be given to applicants who have experience with common Enterprise Resource Planning (ERP) systems used in a public or nonprofit setting.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of employment.

Established: 03-02-15

Revised: 10-18-24

06-18-25