

**MAJOR FUNCTION**

This is high-level administrative, analytical and technical work providing direction, guidance, and oversight in an assigned area, for the development, implementation, operation, and maintenance of various modules of PeopleSoft Financials system or the UKG Dimensions timekeeping system, as well as any interfaces between other systems or programs used by City departments. Employees in this classification are expected to exercise considerable independent judgement, lead projects, and complete assigned tasks with minimal supervision and demonstrate both professional working knowledge of accounting practices and a thorough understanding of financial systems. Work is performed under the direction of a supervisor or manager, who outlines areas of responsibility. Work aligns with the mission, vision, and objectives of the City of Tallahassee. May supervise lower-level analysts or other systems staff. Work is reviewed through conversations, observations, meetings, and by results attained.

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

This position serves as a lead subject matter expert (SME) for all ongoing functional system support activities (including support, configuration, files maintenance, coding, workflow and table management) related to the availability and integrity of financial information and data of various modules within PeopleSoft Financials system and/or the City's timekeeping system. Acts in a lead role in the evaluation of business processes or City financial systems, including leading projects or a project team. Provides recommendations to supervisors or management for system enhancements or aligning financial systems with business objectives. Prepares detailed analyses and recommendations. This position also provides ongoing support for any interfaces into PeopleSoft Financials or the City's timekeeping system from other City-utilized systems or programs. Collaborates with users to provide functional support, solicits ideas for system improvements and ensures adoption and ease of use. Investigates root cause for validation and import errors and provides action steps to department administrative support staff to resolve. Runs reports to monitor and audit timekeeping entries and edits. Initiates the creation of step-by-step user guides; oversees the review of training materials ensuring their accuracy; provides tool training and user support/coaching as needed. Responsible for system testing for releases and upgrades to ensure compliance with federal, state, and local laws and City policies and procedures and accounting requirements, including software patches and upgrades as required. Functions as the system contact person for Financial Services, Procurement, or Grants/Disbursements Department. Tests enhancements to verify functionality prior to end-user testing. Functions as a project leader working in partnership with the City's Enterprise Resource Planning team for system adjustments or new implementations. Provides PeopleSoft System functional support by serving as the liaison for various modules of the PeopleSoft Financial System. Runs control queries and reports to ensure data accuracy and integrity of modules and all inbound integration points. Reviews and resolves all journal error issues identified in control queries. Monitors pending journal approvals and maintains journal workflow. Performs monthly and annual processes to close the general ledger including the interest allocation process. Performs routine quality checks and maintenance processes to ensure system accuracy, functionality, and management of exceptions. Develops and maintains detailed documentation of procedures and processes of the role for the purpose of preparing back up support and training for successor. Provides assistance and guidance to department and user staff. May supervise other lower-level analysts or systems staff. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough working knowledge of generally accepted accounting principles, fiscal and administrative controls and techniques, financial analysis principles, and/or, procurement, payroll and human resources management practices. Thorough working knowledge of applicable federal and state laws, rules, and regulations applicable to the City. Advanced knowledge of information systems applications, system design and implementation techniques, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. Advanced working knowledge of integrations and interfaces between various City financial systems including, but not limited to, PeopleSoft Financials, PeopleSoft HCM, UKG Dimensions Timekeeping System, UMAX, AssetWorks, or CORE. Working knowledge of project management principles. Ability to lead teams or other systems staff. Advanced knowledge of City government, its subdivisions, organizational culture and administrative procedures. Considerable knowledge of modern principles and practices of management. Ability to plan and conduct informative and effective training programs. Ability to express oneself clearly and concisely, both orally and in writing, to make public presentations and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Ability to exercise creativity and flexibility in addressing workforce needs, challenges and expectations. Ability to operate independently and proactively, and to complete all assigned work tasks with minimal supervision. Skilled in diplomacy and customer service. Skilled in problem identification and resolution.

**Minimum Training and Experience**

Possession of a bachelor's degree in accounting, finance, information systems, business administration, public administration, or a related field, and five (5) years of experience in accounting or functional experience supporting financial Enterprise Resource Planning (ERP) systems or timekeeping systems; or an associate's degree in accounting, finance, information systems, business administration, public administration, or a related field, and seven (7) years of experience in accounting or functional experience supporting financial Enterprise Resource Planning (ERP) systems or timekeeping systems; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information systems, or a related field, may substitute for one year of the required experience.

Established: 08-27-19

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09-17-24

10-18-24

06-13-25