

MAJOR FUNCTION

This is advanced administrative, analytical and technical work supporting the development, implementation, operation, and maintenance of City financial systems, such as PeopleSoft Financials and/or the City's timekeeping system (e.g., UKG Dimensions). Responsible for implementing, monitoring, and troubleshooting various interfaces between other systems or programs utilized by City departments. Employees in this classification perform technical tasks under the direction of a supervisor or more senior analyst, supporting business operations through financial system functionality. Work includes collaboration with users, data maintenance, testing, and documentation. Tasks are performed with some supervision, aligning with the mission and goals of the City of Tallahassee. Work is reviewed through conversations, observations, meetings, and results obtained.

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

This position serves as a subject matter expert (SME) that supports ongoing financial system functions such as data maintenance, configuration, and routine updates within assigned modules of PeopleSoft or the City's timekeeping system. Assists a supervisor or higher-level analyst with assuring the availability and integrity of financial information and data contained within City financial systems. Assists with system testing, upgrades, implementations, and/or software patches to ensure compliance with City policies, regulations, and accounting standards. Helps troubleshoot issues and provides user support for financial systems under the guidance of senior analysts or IT staff. Runs and verifies the success of various system interfaces or integrations. Functions as a system contact person for Financial Services, Procurement, or Grants/Disbursements Department. Documents business processes and procedures and creates training materials for users. Trains functional end-users on the use of various financial systems, associated modules, or functionality. Assists with running control queries and reports to ensure data accuracy and integrity of modules and all inbound integration points. Assists with the review and resolution of journal error issues identified in control queries. Monitors pending journal approvals and maintains journal workflow. Assists with financial system projects or enhancements, working as part of a project team. Performs routine quality control checks and prepares system-generated reports as assigned. Performs related work as required.

Other Important Duties

Serves on cross-departmental project teams and committees as needed. Attends trainings and conferences. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Working knowledge of accounting principles, financial processes, administrative controls and techniques, financial analysis principles, and/or procurement, payroll and human resources management practices. Working knowledge of applicable federal and state laws, rules, and regulations applicable to the City. Working knowledge of information systems applications, system design and implementation techniques, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. 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. Basic knowledge of project management principles. Working knowledge of City government, its subdivisions, organizational culture and administrative procedures. Working knowledge of modern principles and practices of management. Delivery training programs to end-users or groups of staff. 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 problem identification and resolution.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, information systems, business or public administration or a related field, and four (4) years of relevant 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 six (6) 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: 06-23-18

Revised: 09-12-20

02-16-23

03-01-23

06-13-25