

## **Financial Systems Specialist**

### **SUMMARY/PURPOSE**

To lead the financial software systems functions for the Finance Department and its customers. Serves as the Finance Department point person for system implementations and upgrades as well as streamlining workflows. This classification also provides backup support for other office functions such as payroll. Additionally, this position will support the department in maintaining exceptionally accurate accounting records and providing understandable data and information to those requesting it.

### **SUPERVISION RECEIVED**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serve as primary division contact for all Finance system issues and assist with resolving complex issues/problems.
2. Research new system features and determine and document best practices for system maintenance and usage.
3. Coordinate, test, troubleshoot, and implement Finance upgrades and regular system maintenance.
4. Establish security requirements and user profiles for all Finance system users and provide training to all applicable users.
5. Work with department to prioritize and then implement streamlined processes and procedures using technology to create efficiencies.
6. Be familiar with laws and regulations related to finance policies and procedures, to ensure system compliance.
7. Serve a primary role in all department development projects involving the implementation of new Finance software applications and/or the further development of existing applications.
8. Serve a primary role in the maintenance and integrity of data for all Finance department software applications.
9. Ensure accuracy and consistency of the systems' utilization by all applicable personnel.
10. Provide backup support to users and workers in Finance department.
11. Assist staff with development and utilization of software to further the business goals and requirements of the division, to include developing and maintaining user procedure documentation manuals.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
14. Provide training on new or modified procedures and policies to all affected parties.
15. Coordinate and perform upgrades and maintenance of financial systems and architectural design functions and programs for the City.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.

17. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of six (6) years of related education and/or full-time, verifiable professional financial and technical experience to include general knowledge of governmental financial policies and procedures and working with a variety of software systems as a primary responsibility.
2. License Requirements
  - A. No specific licenses required.
3. Knowledge Requirements
  - A. Comprehensive knowledge of business processes to maximize software functionality to support operations.
  - B. Comprehensive knowledge of modern office practices and technology.
  - C. General knowledge of Microsoft Office applications, database systems, and research techniques.
  - D. General knowledge of program analysis, planning, implementation, and evaluation principles and techniques.
  - E. Thorough knowledge of a broad range of information technology concepts, including concepts associated with enterprise-level information technology systems.
  - F. Thorough knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
  - G. Thorough knowledge of the principles and practices of computerized records maintenance.
  - H. Knowledge of problem-solving and conflict-resolution techniques.
  - I. Knowledge of applicable safety requirements.
  - J. Knowledge of, or the ability to learn, City policies and procedures.
  - K. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - L. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
  - A. Skill in auditing and processing a wide variety of data.
  - B. Strong computer skills, including the use of large enterprise-wide systems, Microsoft Office Suite (with emphasis on Access and Excel), Finance, general database functions, and basic website design.
  - C. Skill in the use of report writer utility tools.
  - D. 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.
  - E. Skill in training others in the use of software programs.
  - F. Skill in applying sound business judgment in decision-making.
  - G. Skill at working in a team-oriented, collaborative environment.
  - H. Exemplary customer service skills, including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions.
  - I. Skill in evaluating and analyzing operational methods and procedures.
  - J. Skill in managing and tracking multiple projects concurrently.
  - K. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - L. Skill in managing one's own time and the time of others.

- M. Skill in completing assignments accurately and with attention to detail.
  - N. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to establish and maintain effective working relationships with supervisors, employees and the general public.
  - B. Ability to quickly learn and incorporate new computer software applications and technologies.
  - C. Ability to use logic and creativity to develop solutions to requests and problems.
  - D. Ability to stay current on developing technology and its application for Finance system users.
  - E. Ability to administer software applications for the department.
  - F. Ability to use Microsoft Office applications to create documents, forms, newsletters, spreadsheets with complex formulas for data analysis, and other required materials.
  - G. Ability to use and coordinate available systems and equipment to convert documents and data to desired formats.
  - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - I. Ability to communicate and interact effectively with members of the public.
  - J. Ability to communicate effectively both orally and in writing.
  - K. Ability to recognize, analyze, and solve a variety of problems.
  - L. Ability to organize and prioritize work while meeting multiple deadlines.
  - M. Ability to handle difficult and stressful situations with professional composure.
  - N. Ability to work successfully as a member of a team and independently with minimal supervision.
  - O. Ability to train and lead others.
  - P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - Q. Ability to maintain confidential information.
  - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - S. Ability to attend work as scheduled and/or required.
  - T. Exhibit leadership qualities of dependability and accountability.

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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