

MAJOR FUNCTIONS

This is responsible professional and technical financial systems support work involving the support, review, process and maintenance of accounting, fiscal and procurement records. The primary work involves interfacing data into the financial system (such as: supplier registrations/records, contracts and purchase orders, assuring sufficient budget for expenses, if applicable, and ensuring that the expenses or revenues are assigned to the correct accounts. 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 from which journal entries are produced. Verifies and inputs data, such as contracts and procurement transactions related to requisitions and purchase orders, into the financial management system. Reviews, analyzes and resolves errors or discrepancies related to revenue 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 the principles and practices of accounting. Considerable knowledge of enterprise financial systems such as Oracle PeopleSoft, or a similar financial relational database. Considerable knowledge of various modules of the City's financial and/or business systems and their relationship to the General Ledger. Ability to analyze complex data and reconcile differences, explain variations, and determine corrective action needed. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. 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. Skill in operating computers and related software programs and applications, such as Microsoft Office. Must possess skills necessary for good customer service.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, accounting, or information technology (or similar) and four years of work experience that includes the use of a financial relational database system; or an associate's degree in business administration, public administration, accounting or information technology (or similar) and six years of work experience that includes the use of a financial relational database system; or an equivalent combination of training and experience.

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