

JOB TITLE
FINANCE SYSTEM TECHNICIAN

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
1A, GRADE 8

LENGTH OF WORK YEAR
260 DAYS

DATE
MARCH 28, 2011

SCOPE OF RESPONSIBILITIES

Assists with system security for all financial systems. Assists with creating system reports, queries and data extract files. Plans, develops and implements training programs. Assumes responsibility of liaison between the department, locations and vendors.

PERFORMANCE RESPONSIBILITIES

1. Assists with the maintenance of permissions security and system tables for all financial systems.
2. Develops ad hoc reports, queries and extract files.
3. Troubleshoots system set-up and data issues.
4. Assists with maintaining and updating data information.
5. Assists with developing training manuals for documenting processes and procedures.
6. Assumes responsibility of liaison between the department and district locations and/or vendors regarding system security and data reporting.
7. Assists with fiscal and calendar year-end closing to meet required deadlines.
8. Compiles information as requested by district departments and/or open record requests.
9. Performs data research and reconciliations.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primary sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years experience in business finance or accounting
3. Ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

1. Experience in analyzing data and writing ad hoc reports
2. Experience in information technology or system maintenance
3. Ability to work well in a team situation

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