SENIOR FINANCIAL SYSTEMS ADMINISTRATOR

SPA License Status:	*Non-licensed/No Contract*
SPA Probation:	*One Year*
FLSA Status:	*Exempt*
Supervisor:	*Deputy Superintendent of Finance and Procurement*
Supervises:	*None*
Salary Schedule:	*Management & Administrative Support Range 7*
Terms of Employment:	*8 hours / 12 months*
Job Goal:	*To provide high-level technical support and assist the Finance Team and other departments/schools in the daily operation of the accounting system, evaluation, documentation of existing processes, the implementation of best practice, and ensuring financial systems are effective.*

Minimum Qualifications

1. Bachelor's degree in Business Information Systems or Master's in Business Administration with related experience

2. Eight years of relevant work experience in business and accounting information systems

3. Experience with integrated accounting systems with desired experience in the implementation of financial systems

4. Experience with SQL

5. Experience with Security Administration

6. Excellent written and verbal communication skills

7. Proficiency with Microsoft applications

Job Duties

1. To assist the LCPS users, Finance and Human Resources teams in the analysis of the ERP solution, testing of system changes, documenting processes and communication of the adopted business practices.

2. Initiate and monitor the appropriate level of security for the Financial Accounting System. Maintain and assign user ID's based upon analysis of user's needs.

3. Provide support to Finance Team by assisting in the modification, development and monitoring of work-flow models. Perform reconciliations of sub-system modules and assist in budget development.

4. *To provide support to users in all modules (GL, AP, AR, Payroll, Warehouse, Fixed Assets, and Purchasing) of the Financial Accounting System and serve as the primary contact (help desk) for all Financial and Time Clock Plus users*
5. *Support the Finance Team by serving as IT department liaison.*
6. *Provide support to Finance Team by performing database administration.*
7. *Assume primary responsibility for the planning of financial data processing activities including system analysis, programming projects, and evaluating and recommending hardware/software selection and upgrades.*
8. *Assist users in the development of specialty reporting needs.*
9. *Test new systems and upgrades in a controlled environment, preparing them for staging and deployment into a production environment.*
10. *Always practice secure computing practices*
11. *Exhibit professionalism by maintaining good attendance and adhering to contract hours*
12. *Communicates and displays courteous and professional behavior toward the Immediate Supervisor, School and District Administrators, staff and peers.*
13. *Perform such other tasks as may be assigned.*
14. *Evenings and weekend work may be required.*
15. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Ability to operate various machines and equipment including but not limited to computer, telephone, instructional technology

WORKER TRAITS *-Aptitudes*

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

``````````````````````````````````````````````````````````````````````````````````````````````````````

*I accept this position offered and agree to the above job description.*

*Signature_____ Date_____*

*Print Name_____*

*Approved By_____ Date_____*