



REVISED: 07/01/2022
 Submitted: 06/07/2022

JOB TITLE:	TECHNICIAN FINANCE SYSTEM
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8623
BARGAINING UNIT:	CLAB

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 & EVALUATION CRITERIA

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

PHYSICAL DEMANDS

The work is primarily sedentary. 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

- High School Diploma or G.E.D.
- Three (3) years of experience in business finance or accounting
- Ability to maintain accurate records and meet established deadlines
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in analyzing data and writing ad hoc reports
- Experience in information technology or system maintenance
- Ability to work well in a team situation
- Experience in a diverse workplace

