



NEW:
07/01/2015

JOB TITLE:	FINANCE SYSTEM TECHNICIAN
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA/GRADE 8
WORK YEAR:	260 DAYS
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

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 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