

FINANCIAL SYSTEMS ANALYST

SUMMARY:

Under general direction, performs technical support of financial management software applications to include ensuring timely import of data, data integrity and reconciliation, application system functionality, troubleshooting system problems, and providing customer support services to various system users; performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Imports financial data files from financial applications and external sub-systems and posts to the general ledger. Analyzes data imported to ensure accuracy and that data has posted correctly.
2. Monitors financial system performance to include identifying, diagnosing, and fixing system problems.
3. Plans, schedules, and coordinates the implementation of system upgrades including all external systems interfacing to the general ledger.
4. Participates in set-up and testing of new financial applications and upgrades of existing financial applications including new interfaces from new external systems to the general ledger.
5. Sets up and imports annual budget documents to include establishing new year calendar, new accounting periods, setting up the new year budget organizations, budget ranges, account summary templates.
6. Sets up data loader for automatic approval of all blanket purchase orders.
7. Opens new accounting periods for all financial applications to include running system optimizer, updating summary account templates, and budget maintenance.
8. Schedules and reviews nightly processing of accounts payable transactions, weekly processing of fixed assets and twice a month processing of inventory transactions. Closes accounting periods on a monthly basis to ensure an integrated month-end closing of the books.
9. Produces senior management reports as requested.
10. Researches applications, related questions and problems using a variety of resources. Changes system profiles or coordinates the implementation of a solution with appropriate party.
11. Trains and assists users in the utilization and operation of financial management software applications. Develops and recommends procedures for the proper use of applications to include setting up new account segments, and assigning responsibilities to new users, and/or changing the responsibilities of current users.
12. Reconciles daily the cash clearing accounts for payments received from multiple external sub-systems. Reconciles on a monthly basis all inventory accounts

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GAAP (Generally Accepted Accounting Principals).
- Knowledge of integrated database software to run financial applications.
- Knowledge of word processing, spreadsheet, and data base applications.
- Knowledge of financial management system software functions and capabilities.
- Knowledge of data storage and data manipulation techniques and practices.
- Knowledge of computer hardware and software diagnostic methods and techniques.
- Knowledge of the principles and practices of customer service.
- Knowledge of daily business functions of the organization and the system functions which process/control the data of the organization.
- Proficiency using Windows 7 and Office 2010 Professional is essential.
- Skill in using general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Skill in controlling, prioritizing, tracking and completing multiple tasks, some with competing deadlines.

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- Skill in researching application related questions and problems, arriving at a proposed solution, testing the solution and communicating the solution to others.
- Skill in reading, interpreting and applying concepts found in manuals, City regulations, standards and guidelines.
- Skill in setting up complex financial report formats to meet the needs of management.
- Skill in using computer applications such as word processing, spreadsheet, and database programs.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, use hands to finger, handle, or feel, reach with hands and arms, walk and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Information Systems, Business Administration, Computer Science or closely related field with a minimum of two semesters of course work in accounting, and two (2) years experience setting up and maintaining financial management software applications, or any equivalent combination of training and experience. Completion of specialized software training and Experience with Oracle Financials (eBusiness Suite) and/or other enterprise / public sector financial software applications, highly desirable. Proficiency using Windows 7 and Office 2010 Professional is essential.

A valid State of Florida driver's license is required. A driver's license from another state (equivalent to State of Florida Class E) may be utilized upon application with ability to obtain the State of Florida driver's license within thirty (30) days from date of employment.