

**JOB TITLE:** Information Systems Specialist - Finance

**PAY GRADE:** CL 24

**LAST REVISED:** JULY 2012

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under the direction of senior management, performs budgetary and financial analysis. Participates in the design, implementation and evaluation of integrated budget, accounting and management reporting systems. Assist in the preparation of critical financial information required for collective bargaining planning, cost analysis and implementation. Prepares periodic and special reports containing descriptive and analytical content related to the District's financial activities. Responsible for the development, implementation and integration of information systems that support the Business Office. Provides technical support, overseeing system upgrades, reviewing release guides and patches, developing test plans, technical writing and specifications, training staff and reporting system defects.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Gathers, compiles and analyzes data and prepares periodic and special reports related to the business and operational activities of the District.
2. Conducts studies related to budgeting, finance and economic analysis.
3. Assists in the development and performs ongoing maintenance and analysis on the District's annual budget.
4. Reviews budget and actuals reports to process budget transfer requests; analyzes accounting codes to determine existing restrictions; creates new budget accounts; inputs data for budget transfers and verifies accuracy
5. Reviews and analyzes budget requests for organizational units.
6. Maintains position budgets as part of position control and works closely with Human Resources on all compensation changes to accurately reflect the changes in the District budget.
7. Works with administrators and staff on matters related to budget planning and analysis.
8. Serves as liaison to District Information and Instructional Technology department for administrative systems.
9. Prepares board agenda items including development of supporting data.
10. Assists in calculation and performs analysis on the compensation formula.
11. Analyze department needs by reviewing business processes and workflows, provide leadership and direction in streamlining office processes, enabling cross functional departments to maximize efficiency and quality.
12. Provide technical leadership and serve as data steward for the HR/Payroll and/or Finance Banner module. Authorize and coordinate requests as required for system data refreshes, Banner upgrades, form access, module security set up and maintenance.
13. Ensure test scripts are developed, documented and completed. Ensure timely testing of software developed for the Business Office.
14. Author business requirements documents to support new processes, functional requirements for new system and report requirements, review technical requirements with IIT and perform user acceptance

- testing.
15. Evaluate new or not currently used Banner functionalities and, when applicable, serve in a project management role to implement new features or functionality.
  16. Serve as technical point of contact for HR/Payroll and/or Finance modules with Sungard. Monitor SGHE Commons for relevant system enhancements, issues or processes.
  17. Serve as the technical point-of-contact for end users and support users in ensuring data integrity, testing system changes, report writing, analyzing data flow for process improvement opportunities, and coordinating project activities for new system development.
  18. Determine business impact of proposed upgrades and/or system changes.
  19. May provide first-level technical support for Banner Finance module users.
  20. Provide end-user support, training and troubleshooting of system problems within the Banner Finance module.
  21. Develop best practices and documentation.
  22. Other duties as assigned.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

GAAP for double entry and municipal accounting.  
Principles and practices of fund accounting.  
Banking practices and procedures, including electronic banking.  
Automated accounting systems, relational databases, and report-writing tools. Laws governing accounting transactions and financial reporting.  
Methods and techniques of financial systems, record keeping, reporting, and technical writing.  
Sufficient business math skills to perform algebraic and statistical computations.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
English usage, spelling, grammar, and punctuation.

**Ability to:**

Perform a wide variety of technical accounting duties supporting District operations.  
Prepare journal entries and amortization schedules.  
Maintain accurate and complete financial records and transactions.  
Analyze and interpret accounting data for the preparation of financial reports, working papers and other audit trail documentation.  
Complete complex arithmetic, algebraic and statistical computations. Maintain District general ledger and prepare appropriate account adjustments Work within, maintain, and review compliance to internal accounting controls.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Interpret and apply applicable federal, state, and local laws, codes, and regulations. Plan and organize work to meet changing priorities and deadlines.  
Conduct training and provide technical support to users of Banner Finance module. Work cooperatively with other departments, divisions and outside agencies.  
Maintain confidentiality of records and sensitive issues.  
Serve as liaison to Instructional Information Technology Department and/or third party contractors regarding system issues pertaining to Banner Finance Module.  
Communicate clearly and concisely, both orally and in writing, specifically with regard to operating procedures and technical information.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Understand and follow oral and written instructions.

## Job Description

**Education and Experience Guidelines:** *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, finance, accounting or a related field.

**Experience:**

Three years of increasingly responsible technical accounting experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Developed in Consultation with*

