

JOB TITLE: Information Systems Specialist - Finance
PAY GRADE: CL 25
LAST REVISED: July 2025

*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.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs complex and independent budgetary and financial analysis; participates in the design, implementation, and evaluation of integrated budget, accounting, and management reporting systems; assists in the preparation of financial information 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; provides complex and independent analysis and decision support for process improvement for the technical and functional support of information systems within Business Services; responsible for the development, implementation, and integration of information systems that support Business Services; and provides technical support for District's Banner Enterprise Resource Planning (ERP) system, including overseeing system upgrades, reviewing release guides and patches, developing test plans, performing 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. Coordinates, oversees, and assists with the management of the budget development process; performs technical aspects of the budget development module, budget updates and load, and integrity of data; ensures accuracy of the operational budgets; develops and communicates timelines; coordinates budget augmentation requests and prepares summaries for Executive team consideration; makes recommendations on how to gain efficiencies and leverage ERP system functionality for budget development; performs ongoing maintenance and analysis on the District's annual operational budgets.
2. Reviews and evaluates budget and actuals reports prior to approving District-wide budget adjustments; analyzes accounting codes to determine existing restrictions; establishes new budget accounts; provides a wide variety of current and historical financial information to various divisions or departments upon request; reviews, evaluates, and analyzes budget requests for organizational units and provides recommendations to management; reviews data entries of others and approves transactions as appropriate.
3. Serves as the technical point-of-contact for ERP system end users, support users, and HR/Payroll or Finance modules to ensure data integrity; provides system change testing, report writing, and data flow analysis for process improvement opportunities, SQL database queries, and project activity coordination for new system development; provides technical support, individual and group training, and troubleshooting for ERP system Finance module users and facilitates monthly inter-departmental meetings; and makes recommendations to Information Technology Services (ITS) for resolving system errors.

4. Provides technical leadership and serves as a data steward for the HR/Payroll and Finance Banner modules with the ERP software manufacturer to identify, resolve, and communicate business systems issues and technical projects; authorizes and coordinates with ITS requests for ERP system data refreshes, upgrades, form access, and security set up and maintenance, including determination and approval of appropriate access for users; facilitate updates of finance module control parameters, Chart of Accounts, and District-wide approval queues; evaluates new or inactive ERP system functionality and, when applicable, serves in a project management role to implement new features or functionality; determines business impact of proposed ERP system upgrades or changes; monitors ERP system communities for relevant system enhancements, issues, or processes; coordinates, participates, and ensures ERP system test scripts are developed, documented, and completed.
5. Maintains employee position budget records; works with Human Resources on compensation changes to ensure accuracy in District budget(s).
6. Gathers, compiles, and analyzes data and prepares periodic and special reports related to the business and operational activities of the District; develops, prepares, and distributes financial reporting for the campus community for use in decision making, including the Board of Trustees, collective bargaining unit leadership, management team, and shared governance.
7. Conducts studies related to budgeting, finance, and economic analysis to support District decision-making; builds and analyzes staffing reports and associated funding allocations used for staffing verifications and grant-related time and effort certifications.
8. Works with administrators and staff on matters related to budget planning and analysis.
9. Coordinates the use and allocation of special funds, including, but not limited to, California State Lottery, Physical Plant and Instructional Support, and Electronic Program Assessment Review (ePAR) awards, assesses procurement requests, researches eligible uses, optimizes available funds, and communicates deadlines and available balances, as needed.
10. Reviews and documents business processes, procedures, and workflows by identifying steps and suggesting revisions that enhance efficiency; recommends procedures for data collection, reporting, and processing; provides leadership and direction and participates in the development and streamlining of office processes, practices, and documentation, enabling cross functional departments to maximize efficiency and quality; authors business documents to support new processes and functional requirements for new system and report requirements.
11. Serves as the primary Business Services liaison to ITS department for administrative systems; reviews technical requirements with ITS and performs user acceptance testing; serves on various committees, including, but not limited to, those for ERP system and technical security.
12. Maintains Business Services intranet site and content, as well as related content on employee page of District portal.
13. Performs related duties that support the overall objective of the position.

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:

- Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and practices for double entry and government accounting.
- Principles and practices of budget preparation, administration, and fund accounting.
- Banking practices and procedures, including electronic banking.
- Federal, state, and local laws, codes, regulations, and procedures governing accounting transactions and financial reporting.
- Automated accounting systems, relational databases, and report-writing tools.
- Methods and techniques of financial systems, record keeping, reporting, and technical writing.
- Business math skills, including algebraic and statistical computations.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform technical accounting duties supporting District operations, including, but not limited to, maintaining general ledgers, preparing financial statements and amortization schedules, preparing account adjustments, developing and implementing accounting controls, analyzing accounting data, and monitoring ongoing activity for grants and special programs.
- Analyze and interpret accounting data for the preparation of financial reports, working papers and other audit trail documentation.
- Employ advanced Excel skills to prepare customized reports and perform complex data analysis.
- Conduct training and provide technical support to users of ERP system finance module.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain accurate and complete financial records and transactions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and advanced Excel skills.
- Maintain confidentiality of information.
- Complete complex arithmetic, algebraic and statistical computations.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing, specifically regarding operating procedures and technical information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

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

Experience

- Three years of increasingly responsible technical accounting experience while working in an Enterprise Resource Planning (ERP) system and utilizing advanced Excel skills with pivot tables and complex formulas and functions.

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.

Board Approval: July 15, 2025