

Classification Title: Financial Systems Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION: Implements and administers integrated web-based financial, purchasing and payroll systems. Monitors and maintains database integrity and software applications related to financial and peripheral systems. Performs system security, reporting, system upgrades/enhancements, user support/training, file maintenance, backup and recovery, and interface development and monitoring. Develops and implements business intelligence solutions and manages application development projects for financial systems and interfaces.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides application management for all County financial systems, including finance, purchasing and payroll. Creates and supports interfaces between financial systems and peripheral systems. Coordinates and performs system enhancements, upgrades, troubleshooting, reporting, backup, recovery and disaster recovery planning.
2	S	Maintains understanding of Department’s data structure and reporting needs. Schedules and monitors routine and ad-hoc reporting jobs. Gathers requirements from users and consults with developers as needed to create and/or modify complex reports.
3	S	Provides user support and training for automated business processes. Assists with the development of training materials for various financial systems. Manages and monitors user access to systems and maintains password security. Coordinates with Help Desk staff to evaluate user problems and provide solutions.
4	S	Evaluates business processes for automation solutions to optimize efficiency. Works with Finance Department and other departments to determine impact of proposed Wake County technology projects on financial systems. Manages special projects as assigned.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Computer Science, Information Technology, Finance or related field.
Experience	Three years experience in financial information systems.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.