JOB DESCRIPTION

POSITION TITLE: Financial Systems Analyst	**JOB CODE:** 466A
DIVISION: Financial Services Division	**SALARY SCHEDULE**: Professional/Supervisory Support
DEPARTMENT: Financial Systems & Capital Assets	**WORK DAYS:** Annual Administrative
REPORTS TO: Financial Systems Manager	**PAY GRADE:** Rank E (NK05)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Analyze financial systems data for reporting, data integrity and opportunities to improve processes and workflow; scope, create and implement financial systems programming specifications, processes and/or reports; system administrator for the Enterprise ERP (Munis) system; assists in the development, maintenance and delivery of financial system training, training curriculum, and SharePoint sites.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree in Computer Science, Information Systems, Business Administration, Finance, Instructional Technology, Communications, or related field.
2.	Certification/License Required: Project Management Professional certification preferred
3.	Experience: Minimum of 5 years of relevant financial software/ERP system administration and/or analyst experience; proven ability to express and understand complex financial and technical concepts and business processes/workflows; advanced understanding of Microsoft Excel, including but not limited to V-lookup, Pivot Tables, etc.; preferred experience and knowledge of Munis software and its applications.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; presentation skills; project management; data analysis; relational database management systems; organizational skills; familiarity with financial/accounting software and concepts; Office 365: SharePoint, Teams, OneNote, Word, Excel, PowerPoint

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	System administrator for the Munis system and its sub/integrated systems including Tyler Hub, Tyler Content Manager, Employee and Vendor Self Service, Mobile Inventory/Asset Scanners and the associated mobile applications, as well as collaboration/coordination with CCSD Technology on Munis Server Management.
3.	Maintains Munis EAM configuration, Munis functional, data and workflow roles, user accounts and system workflow approvals to guarantee continuity for ongoing business operations.
4.	Performs regular system security audits and periodic security surveys to validate user accounts and associated Functional/Data access roles to ensure Munis security remains current.
5.	Manages Munis incremental version upgrade testing efforts by reviewing/organizing release notes, testing systems specific updates, coordinating with SMEs for departmental specific testing; creates, monitors, and works with SMEs and vendor to resolve all upgrade related support tickets.
6.	Monitors Munis system support tickets and works with end users and vendor to resolve system issues.
7.	Manages Munis end user support channels and customer care webhelp tickets to facilitate resolution to system access/configuration requests and issues; works with stakeholders to coordinate scheduled Munis system maintenance downtime and ensure schedules are communicated to district end users.
8.	Analyzes financial systems data for reporting and to identify data integrity issues or opportunities to increase efficiency and effectiveness of system configuration.
9.	Creates new standard operating procedures in support of Financial Systems management.

10.	Collaborates with stakeholders to define business needs for financial reports, queries, and programming development projects. Creates test scripts and generates detailed programming specifications, including data mapping and wireframe examples, as needed.
11.	Conducts periodic reviews of Enterprise ERP (Munis) training curriculum to identify opportunities to improve content and delivery.
12.	Provides Munis, Eleyo, other departmental/divisional training and assists in the maintenance of the Financial Services SharePoint sites, as needed.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____