# JOB DESCRIPTION

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| **POSITION TITLE:** Financial Systems Manager | **JOB CODE:** 465F |
| **DIVISION:** Financial Services | **SALARY SCHEDULE:** Technology Services |
| **DEPARTMENT:** Financial Systems & Capital Assets | **WORKDAYS:** Annual Administrative Employees |
| **REPORTS TO:** Assistant Director Financial Training & Systems | **PAY GRADE:** Rank D (NT04) |
| **FLSA:** Exempt | **PAY FREQUENCY:** Monthly |
| **PRIMARY FUNCTION:** Supervises the Financial Systems team; Serves as Enterprise ERP (Munis) System Administrator which includes all related sub/integrated systems; the primary contact for Enterprise ERP/Munis system; collaborates with Functional teams, Technology Services and vendor on system issues; Manages the Munis system upgrade process; assists Functional team with financial reporting and analysis; leads projects, discovery sessions and develops business rules, processes and flow charts; documents development requirements to support Financial Services Technology initiatives; System Administrator for CCSD's Eleyo Application. ||
| **REVISION DATE(S)**: 4/24 ||

**REQUIREMENTS:**

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| 1. | Educational Level: Bachelor's Degree in business, Computer Science, Information Systems or another related field. |
| 2. | Certification/License Required:  None |
| 3. | Experience: Minimum 5 years of relevant financial software system, system administration and/or analyst experience; proven ability to express and understand complex financial and technical concepts; ability to analyze, develop and streamline business processes and document process workflow; proven data analysis, data verification, report development and problem solving abilities; advanced understanding of Microsoft products and tools, including but not limited to, Excel skills such as 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, excellent interpersonal and presentation skills; detail oriented and organized; analytical problem solver; and 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:**

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Supervises the Financial Systems' Analyst, Specialist and Coordinator and responsible for completing their annual evaluation. |
| 3.. | System administrator for the Enterprise ERP (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. |
| 4. | Manages Munis end user support and various support channels, including 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. |
| 5. | Ensures technical safeguards are maintained to control user system access while maintaining the integrity of the financial and user data; Ensures programming exception requests obtain appropriate authorization prior to configuration and implementation. |
| 6. | Oversees regular system security audits to validate Munis user system access remains current. |

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| 7. | Maintains and documents system configuration mapping and changes. |
| 8. | Leads Munis system upgrade efforts and module enhancement/implementations by creating test scripts, monitoring testing progress, managing user acceptance testing/validation and reporting/documenting testing issues with stakeholders and the vendor. |
| 9. | Develops, conducts and coordinates software process training for Munis ERP software and Eleyo Childcare Management for District School and Central Office End Users; Ensures financial procedures and training documents are current and published on District One Team and Financial Services training SharePoint sites. |
| 10. | As designated, serves as Project Manager for new Financial Services initiatives; ensures project management standards are maintained and project documentation is created; facilitates project meetings, participates in project testing and development, acts as a liaison between Financial Services, Technology Services, Business Services, Human Resources and third-party vendors. Manages project plan to ensure milestones are met and project is completed on time with within budget. |
| 11. | Collaborates with Functional teams and Technology Services to lead discovery sessions, develop process flowcharts, create business rules, and scopes business requirements in support of Financial Services Technology initiatives. |
| 12. | Assists Functional teams with financial analysis and reporting and implements strategies to address stakeholders' strategic goals and needs. |
| 13. | System Administrator for CCSD's Eleyo Application; Oversees annual new school year system configuration and Eleyo user account maintenance and audits. Provides end user support to Local School Accounting/Internal Compliance, Alternative Education and ASP Staff. |
| 14. | Performs other duties as assigned by appropriate administrator. |


Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____