

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: FINANCIAL SYSTEMS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Finance, perform a variety of specialized duties involved in the analysis, modification, maintenance and upgrading of various financial computer systems, databases and applications used in collecting and processing financial data; utilize various computer systems to extract, format and update data and files, develop and run queries, and generate a variety of computerized reports; review and audit categorical programs and related expenditures.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of specialized duties involved in the analysis, modification, maintenance and upgrading of various financial computer systems, databases and applications used in collecting and processing financial data such as payroll, budget, master schedule, benefits, maintenance work request, accounting check and duplicating.

Utilize various computer systems to extract and format data and files and verify the integrity of data from various financial systems; compile and prepare import data files from extracts for database updates; upload and import data according to established time lines and procedures; assure compatibility and proper integration of data with databases.

Initiate and develop queries to generate a variety of computerized data, records and reports; generate reports of data errors and inaccuracies; make appropriate database adjustments and corrections; audit output data to assure accuracy and completeness of automated financial records, files and databases; update database tables as needed; set up databases on networks for access by the Finance department.

Review and audit categorical programs and related expenditures; compile data, purchase orders, reports, transactions, contracts and other documents related to categorical accounts or programs; assure accuracy of expenditures and compliance with applicable regulations; prepare journal vouchers to charge payroll appropriate to correct accounts.

Utilize database applications to generate a variety of computerized accounting reports for District school sites and departments in areas such as budget, master schedule and payroll; develop and design computerized reports and related database applications as needed.

Develop systems and programs to resolve data problems and provide for system enhancements; analyze existing databases and applications to determine appropriate enhancements; design and code database and application modifications and additions; assure compatibility with existing systems; confer with users to determine needs and assure system design meets specific requirements;

Prepare and maintain a variety of financial and statistical records and reports related to accounts, journal vouchers, income, expenditures, funds, budgets and assigned activities; submit mandated reports to appropriate agency according to established time lines.

Compile, analyze and revise a variety of financial data; review financial data to identify errors and discrepancies; investigate, troubleshoot and resolve errors and discrepancies; resolve incorrect data with staff as needed; interpret, analyze and communicate financial data to system users.

Inspect, troubleshoot, diagnose and resolve computer hardware and software problems and malfunctions as needed; assess system performance and identify and resolve problems; install new computers as needed; establish and maintain e-mail accounts and network connections.

Provide training and technical assistance to District personnel concerning the proper use of financial systems and accounting functions as needed; respond to inquiries and provide information; explain related databases, applications, transactions, principles, techniques, practices and procedures.

Debug programs by preparing test data and testing program operations; run test data in actual computer operations; detect and resolve programming errors and miscalculations; troubleshoot and resolve database, system and application errors and malfunctions; assist users with testing systems.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Prepare the consolidated application for categorical funding; develop a proposed allocation plan for the funding and construct a budget and expenditure plan for the new school year as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, practices and techniques used in the development, maintenance and analysis of computer systems, databases and applications.

Financial software applications, computer programming languages and utilities utilized by the District.

Methods, procedures and terminology used in accounting and auditing work.

Preparation of financial statements and comprehensive accounting reports.

Principles, practices and methods of database structures, computer programming and system design. Computerized data collection, management, manipulation and distribution requirements for financial analysis and reporting functions.

Preparation, review and control of assigned accounts.

General accounting and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial and statistical record-keeping techniques.

Basic financial analysis and research procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Principles, methods and procedures of operating computers and peripheral equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Business mathematics.

**ABILITY TO:**

Perform a variety of specialized duties involved in the analysis, modification, maintenance and upgrading of various financial computer systems, databases and applications used in collecting and processing financial data.

Utilize various computer systems to extract and format data and files, develop and run queries, and generate a variety of computerized reports.

Review and audit categorical programs and related expenditures.

Facilitate the collection, management, manipulation, reporting and distribution of computerized data used for analysis.

Prepare and maintain accurate financial and statistical records and statements.

Compare numbers and detect errors efficiently.

Utilize accounting and auditing practices and terminology applicable to public sector accounting.

Design and code database and application modifications and additions.

Prepare clear and concise financial reports.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Make mathematical computations with speed and accuracy.

Plan and organize work.

Meet schedules and time lines.

Operate computers and peripheral equipment properly and efficiently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance or business administration supplemented by course work in computer science and two years of responsible experience in financial systems maintenance and financial record-keeping, bookkeeping or accounting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

