

JOB DESCRIPTION

POSITION TITLE: Financial Systems Manager	JOB CODE: 465F
DIVISION: Financial Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Financial Systems & Capital Assets	WORKDAYS: 238
REPORTS TO: Assistant Director Financial Training & Systems	PAY GRADE: Rank D (NT04))
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the Financial Training & System Coordinator; Serves as the primary contact for Munis system and Tyler Hub security administration; maintains Munis user accounts, Functional, Data and Workflow roles, and assists with ESS/VSS maintenance; collaborates with Functional teams, Technology Services and vendor on Munis system issues; assists in Munis system upgrades and module/enhancement implementation; creates test scripts and monitors progress; assists Functional team with financial reporting and analysis; leads 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.	

REQUIREMENTS:

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:

1.	Demonstrates prompt and regular attendance.
2.	Supervises the Financial Training & Systems Coordinator and responsible for completing the Coordinator's annual evaluation.
3..	Serves as system administrator for the Munis system and its sub/integrated systems including Tyler Hub, Tyler Content Manager, Employee and Vendor Self Service, Quatred Scanners, and the associated mobile applications of MyWork, FieldSheet and ESS, 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.	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.
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.	Assists the Director of Financial Systems & Capital Assets and the Assistant Director of Training & Financial Systems in the execution of Financial Services and District Wide Finance and Technology projects/initiatives.
10.	As assigned, serves as project manager to understand project concept and objectives, and develops and manages project plan to ensure milestones are met and project is completed on time and 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 by configuring system annually in preparation for the new school year and provides end user support to Local School Accounting/Internal Compliance, Alternative Education and ASP Staff. Works with Financial Project Specialist on Eleyo user account maintenance and audits.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____