

SENIOR ENTERPRISE FINANCIAL SYSTEMS BUSINESS ANALYST

DEFINITION

This unclassified classification is responsible for project management, coordination, integration, and support for finance related technology systems between Finance and various departments throughout the City. Responsibilities include the translation, coordination and integration of business requirements, between the Finance Department and City departments into the City's financial system(s); ensuring the day-to-day accuracy and integrity of the information produced by the City's financial systems; review of existing and proposed applications; recommendation, implementation, testing and training of new systems and/or applications. This classification requires a combination of high level accounting, analytical and computer knowledge and skills to ensure the effective delivery of financial services.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Financial Officer.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Performs overall management of financial information system projects including the selection and implementation of packages or internally developed systems.
2. Coordinates, monitors and reports on project status and schedules; coordinates the procurement process; resolves schedule problems/conflicts; identifies and develops necessary integration of applications; and manages future product enhancements.
3. Translates financial business requirements into system definitions and solutions.
4. Works closely with end-users to review, identify and define functional limitations of existing and proposed applications and systems, and recommends, implements and test solutions.
5. Researches and recommends enhancements for integration of various applications and for extracting primary application data for end-user access and analysis.
6. Effectively communicates and delivers presentations to all City staff, vendors, consultants, and the public.
7. Stays current on essential knowledge and practices by obtaining necessary training, and subsequently providing the latest training and assistance to staff on use of applications as appropriate.
8. Documents, reviews and verifies applications of computer programs including updates of all enhancements, modifications, user manuals, flowcharts, system flow, and definitions.
9. Assists City staff in the use, maintenance, troubleshooting, and development of reports using the City's financial system^s.
10. Performs other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Enterprise financial operations.
- Principles of business process reengineering.
- Municipal accounting and financial business principles, practices and systems.
- Federal, state and local government finance rules, regulations and laws.
- Current technologies and security standards.
- Project and program development, implementation and management methodology.
- System analysis, development life cycle, and testing methodologies.
- Reporting solutions such as Crystal Reports SQL Server Reporting Services (SSRS) or similar applications.
- Advanced Microsoft Excel functions.
- Time keeping systems.
- Report writing techniques.

Skill and Ability to:

- Effectively analyze citywide financial business systems requirements, and coordinate/integrate technology solutions.
- Understand and use J.D. Edwards Enterprise Resource Planning (ERP) tools for managing system configurations and security.
- Deal constructively with conflict and competing priorities, and develop effective action plans.
- Establish and maintain effective working relationships with City staff, vendors, consultants, and the public.
- Prepare complex financial reports using J.D. Edwards Report Writer and Crystal Report Writer.
- Communicate effectively orally and in writing.
- Provide effective overall project management including maintaining budgets, coordinating with consultants, vendors.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: a Bachelor's Degree in Accounting, Finance, Public or Business Administration, Economics, Business or Computer Information Systems, or a related field, and four (4) years experience in the analysis, development and implementation of automated financial business applications/systems. Experience with a municipal enterprise financial system and/or J.D. Edwards Enterprise Resource Planning (ERP) system is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print.
- Requires mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs work which is primarily sedentary.

- Requires the ability to perform work which involves frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds. Is subject to office environmental conditions.
- May be required to work evenings and weekends.