



## Job Description

**POSITION TITLE:** FISCAL SYSTEMS SPECIALIST

**REPORTS TO:** DIRECTOR OF ACCOUNTING

**OVER-TIME STATUS:** EXEMPT

**PAY GRADE:** 371

### **JOB SUMMARY:**

Under the direction of the Director of Accounting/Controller, performs responsible professional and administrative work assisting the CFO, Director of Accounting/Controller, Executive Director of Human Resources with research, data collection, study and reporting for all areas of budgeting and financial analysis. The incumbent provides support for contract and benefit administration, procurement and other strategic planning and carries out special projects and analyses, as needed.

### **ESSENTIAL DUTIES:**

Reporting to the Director of Accounting/Controller, the primary responsibility is to provide assistance with financial reporting, planning and analysis. The following duties are performed independently or as part of a group:

- Provides support in developing in-house financial systems reports to facilitate monitoring of budget and expenditure by funding sources.
- Assists with policy development for operational finance and financial information systems as well as strategic financial policies.
- Analyzes complex financial, operating and other statistical data using algorithms and computer-based financial systems.
- Responsible for project management for implementation of additional financial, procurement and human resources modules to existing MUNIS system as well as developing internal controls and overseeing record retention projects for the Finance department. Departmental Security Administrator for financial and payroll applications.
- Serves as liaison to the School Board and City Information Technology Departments.
- At the request of the supervisor, perform a variety of unscheduled duties formally and traditionally performed by a Fiscal Systems Specialist.

**JOB SPECIFICATIONS/PHYSICAL REQUIREMENTS:**

- Comprehensive knowledge of complex governmental accounting and budgeting practices and procedures. Ability to interpret budget directives and establish policies for carrying out directives. Ability to compile and analyze accounting and budget data to determine the required financial resources. Ability to perform statistical and comparative analyses of spending, cost-benefit analyses, evaluating best practices for budget development, reviewing financial requests and exploring alternative financing methods.
- Thorough knowledge of computer financial systems including integrated enterprise resource planning (ERP) systems, accounting; Proficient in the use of Microsoft Office Suite including word processing and spreadsheet and presentation software; working knowledge of databases and networking.
- Highly motivated; ability to take initiative; and proven leadership abilities.
- Demonstrated oral and written communication skills; excellent interpersonal skills; and the ability to work effectively with all levels of personnel. Ability to work effectively and productively under time constraints to meet deadlines; must be able to establish and maintain effective working relationships with other staff, officials and the general public.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree with relevant coursework in both computer science and accounting and four (4) years of administrative experience involving data organization, data management, and/or related functions as well as extensive experience working with programmable aspects of MUNIS Budget, Financial, Human Resources and Payroll modules or any combination of education and experience. MUNIS Financial System experience preferred.

**TO APPLY:**

All applicants must apply online at [www.ppsk12.us](http://www.ppsk12.us). Application review will begin as soon as possible.

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