

FINANCIAL INFORMATION SYSTEM COORDINATOR

NATURE OF WORK

This is responsible professional work supervising and coordinating the operation and maintenance of the City's financial and accounting management information system.

Work involves overseeing and coordinating all activities related to the City's Financial Information System; determining City-wide financial reporting needs and establishing various methods to meet those needs; and determining ongoing needs and enhancements to be incorporated into the City's Financial System. Supervision is received from the City Auditor with work being reviewed in the form of the effectiveness of system operations.

EXAMPLES OF WORK PERFORMED

Monitors all functions of the Financial System including deposits, payables, budget, purchase orders, journal entries, payroll and fringe benefit interfaces, file maintenance and automatic accounting instruction for completeness and accuracy; determines cause of any problems and corrections necessary to alleviate the problems.

Acts as a liaison between various City departments and Information Services Division on matters pertaining to the JD Edwards system.

Approves System security and access and System hardware and software purchase and upgrades as needed.

Monitors the System's general expense budget and approves all expenditures.

Meets with all City departments to review their financial reporting needs and to determine how they can be achieved.

Develops an annual plan detailing City departments to be evaluated and the time line needed to accomplish that goal.

Develops new reporting tools (on-line inquiries and reports, PC downloads, data bases) through the use of reporting software; trains key individuals in various Departments to use these reporting tools.

Interprets changes to various governmental reporting requirements and determines how they can be implemented or enhanced using JD Edwards software; directs the installation of periodic upgrades to JD Edwards software.

Serves as Project Manager for the implementation of additional modules or services offered by JD Edwards or their business partners.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the City's Financial Information System.

Considerable knowledge of management principles, practices and techniques in relation to financial information systems.

Considerable knowledge of the financial system needs of City departments utilizing the City's Financial Information System.

Ability to provide technical assistance to City departments utilizing the system.

Ability to establish and maintain effective working relationships with system users, information services personnel and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, accounting, computer science or related field with experience utilizing financial, accounting and management information systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, accounting, computer science or related field with experience in the operation and maintenance of financial and accounting systems; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director