

Enterprise Business Systems Implementation Expert- Finance

Purpose Statement

The job of Enterprise Business Systems Implementation Expert - Finance is done for the purpose/s of providing functional and technical Enterprise Resource Planning (ERP) expertise in the design, build, development, functional evaluation, testing and functional execution of a large-scale enterprise business system implementation project, including the functional configuration for developing software applications for areas such as general ledger, accounts payable, procurement, receivables, commitment control, asset management, business intelligence and budget development system.

Essential Functions

- Collaborates with management staff, system users and contract personnel for the purpose of establishing work priorities and schedules, monitoring system/module development and implementation and evaluating system user feedback.
- Collaborates with project team members, management staff, as well as, functional application and client district subject matter experts for the purpose of determining business needs, developing functional business system design and specification, and ensuring that results adhere to design specifications, business processes and standards.
- Directs the work of unit staff including support and management staff and manages working with endorse as it relates to the project and system design for the purpose of determining business needs and monitoring system development.
- Directs department operations; the maintenance of services and the implementation of new processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Documents and analyzes business system processes and workflow for the purpose of identifying specific areas of necessary change and opportunities for improvement.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, providing training, and maintaining commitment to project goals.
- Identifies new approaches to systems' improvements for the purpose of ensuring systems meet identified objectives and priorities.
- Participates in an integrated process team as an ERP functional expert for the purpose of collecting and interpreting information from system users for business process mapping and documentation of functional specification for an ERP system.
- Performs personnel administrative functions (e.g. evaluating, supervising, coaching, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. technical announcements, plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Researches topics required to manage assignments (e.g. issues, relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new trainings, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Serves as a technical resource to system users throughout the implementation phase until go-live for the purpose of providing consultation on the effective and efficient use of systems.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business process analysis and modeling; principles, practices, regulations, and reporting requirements of public education accounting, finance and procurement functions; principles and practices of enterprise business system functionality, structure, implementation, analysis and design; computer-based database management and analysis systems, concepts, and usage; and process improvement strategies/change management.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating effectively orally and in writing; working effectively independently and as part of a team; resolving disputes and diffusing tension; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; making presentations; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor’s degree from an accredited institution of higher learning in business administration, public administration, or accounting and five years of experience in a business office setting with broad exposure to budgeting, purchasing, contracting and legal considerations including at least five years supervisory experience. School district business experience is preferred.

Required Testing

Certificates

Driver’s License & Evidence of Insurability

Continuing Educ./Training

Clearances

Maintains Certificates and/or Licenses

FLSA State: Exempt

Salary Range: Classified Management, Grade 47

Personnel Commission Approved: October 19, 2016