

MAJOR FUNCTION

This is high-level administrative and technical work providing direction, guidance, and oversight in an assigned area, for the development, implementation and maintenance of the General Ledger (GL) Module of the Peoplesoft Financial System including, programs, policies and procedures that serve the City's workforce. Work is performed under the direction of The Financial Systems Administrator, who outlines areas of responsibility. Work aligns with the mission, vision, and objectives of the City of Tallahassee. Work is reviewed through conversations, observations, meetings, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position serves as a subject matter expert (SME) for all ongoing functional system support activities (including support, files maintenance, coding and table management) related to the availability and integrity of financial information and data within the GL module of Peoplesoft Financials. Collaborates with users to provide functional support, solicits ideas for system improvements and ensures adoption and ease of use. Initiates the creation of step-by-step user guides; oversees the review of training materials ensuring i their accuracy; provides tool training and user support/coaching as needed. Responsible for system testing for releases and upgrades to ensure compliance with City policies and procedures and accounting requirements, including software patches and upgrades as required. Functions as the system contact person for Financial Reporting. Tests enhancements to verify functionality prior to end-user testing. Functions as a project leader working with the City's Enterprise Resource Planning team for system adjustments or new implementations. Provides PeopleSoft System support by serving as the Financial Reporting liaison for the GL module. Runs control queries and reports to ensure data accuracy and integrity of GL module and all inbound integration points. Reviews and resolves all journal error issues identified in control queries. Performs monthly and annual processes to close the general ledger including the interest allocation process. Performs routine maintenance processes to ensure system accuracy, functionality, and management of exceptions. Develops and maintains detailed documentation of procedures and processes of the role for the purpose of preparing back up support and training for successor. Provides assistance and guidance to department and user staff. Recommends the selection, advancement, transfer grievance resolution for and dismissal of paraprofessional accounting personnel. Performs related work as required.

Other Important Duties

Identifies and implements employee development initiatives. Serves on teams and committees as needed. Assists the department director in responding to legal and other sensitive inquiries. Attends trainings and conferences. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough working knowledge of generally accepted accounting principles, fiscal and administrative controls and principles and financial analysis principles. Thorough knowledge of information systems applications, system design and implementation techniques, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. Thorough working knowledge of integrations between PeopleSoft HR systems, CIS and other external systems. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Ability to apply and analyze concepts such as fractions, percentages, ratios, and proportions to practical situations. Some knowledge of City government, its subdivisions, organizational culture and administrative procedures. Some knowledge of the principles of supervision. Considerable knowledge of modern principles and practices of management. Ability to

develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to plan and conduct informative and effective training programs. Ability to express oneself clearly and concisely, both orally and in writing, make public presentations and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Ability to exercise creativity and flexibility in addressing workforce needs, challenges and expectations. Ability to operate independently and proactively. Skilled in diplomacy and customer service. Skilled in problem identification and resolution. Skilled in program and personnel management.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, information systems, business or public administration or a related field, and three years of experience in accounting or functional experience supporting Financial Enterprise Resource Planning (ERP) systems; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information systems or a related field may substitute for one year of the required experience.

Established: 08-27-19

Revised: 03-21-23