



CITY OF
GRAND
RAPIDS

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Established Date: Aug 1, 1999
Revision Date: Apr 14, 2006

FINANCIAL SYSTEMS ADMINISTRATOR

Class Code:
115

Bargaining Unit: GR Association of Public
Administrators

SALARY RANGE

\$39.63 - \$50.59 Hourly
\$3,170.58 - \$4,046.81 Biweekly
\$6,869.58 - \$8,768.08 Monthly
\$82,435.00 - \$105,217.00 Annually

GENERAL SUMMARY:

This is advanced professional and administrative work planning, organizing, coordinating and administering the operation, maintenance and development of the City's financial information and related systems. The work includes serving as liaison with departmental users. The work is performed under the managerial direction of the City Comptroller/Deputy Comptroller.

ESSENTIAL DUTIES & RESPONSIBILITIES:

(May not include all of the duties performed.)

Plans, organizes, coordinates and administers the development and implementation of financial information and related programs; assures proper maintenance and processes of systems.

Administers program quality control procedures; maintains and updates policies and procedures, reviews technical problems and procedure changes, administers acceptance testing of new programs, and program modifications and fixes and completes documentation for and logs project work and new programs into production.

Coordinates and conducts training for system users.

Undertakes long and short range planning and needs assessment for the improvement of the financial information and related systems; consults with user departments to assess financial information needs; develops plans and recommendations.

Participates in technical and administrative studies, either independently or with a group, and reviews reports of program needs and accomplishments.

Maintains records and prepares reports on a variety of financial system subjects.

Ensures that identified system activities are performed on a timely basis.

Serves on various committees and management teams as assigned.

Reviews periodicals, technical developments and other materials to keep abreast of developments in the field of management information and related fields. Participates in user groups.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Considerable knowledge of modern principles, methods, practices, equipment and software relating to financial information and related systems.

Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and the laws, ordinances, and regulations relating to public sector accounting and financial affairs.

Considerable knowledge of computer and related equipment applications – mainframe and/or personal computer usage and capabilities.

Ability to establish and maintain effective financial information and related systems.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and to prepare reports of a highly technical nature.

Ability to establish and maintain effective working relationships with other employees, government officials, and users.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES:

Possession of a bachelor's degree in accounting, business or public administration or related field and five years of progressively responsible professional experience in a field related to financial information systems; or any equivalent combination of training and experience.

OTHER NECESSARY QUALIFICATIONS:

ADDITIONAL INFORMATION: