



**City of Grand Rapids  
Financial Systems Administrator**

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|-------------------------|---------------|----------------------|---|
| <b>CLASS CODE</b>       | 115           | <b>SALARY</b>        | \$43.29 - \$55.25 Hourly<br>\$90,045.00 - \$114,930.00 Annually |
| <b>ESTABLISHED DATE</b> | July 31, 1999 | <b>REVISION DATE</b> | January 11, 2024  |

**GENERAL SUMMARY**

The purpose of this job is to provide professional and confidential administration of the operation, maintenance, development and reporting needs of the Financial systems (Payroll, HR, Budget, Purchasing, and General Finance). Assists employees with training and functional system questions. Oversees and maintains the security and stability of the City of Grand Rapids Financial and Procurement applications.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Designs, develops and implements new system menu items, reports, tables, views, and program jobs to assist or enhance the daily needs of the users
- Creates interface files for outside vendors and internal budget system
- Designs, develops and tests system changes to support union contract changes
- Provides system support and implementation needs when implementing new benefit plans and yearly open benefit enrollment
- Administers program quality control procedures; maintains and updates policies and procedures, reviews technical problems and procedure changes, administers acceptance testing of new programs, 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
- Performs related work as required

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Required Education and Experience**

- Bachelor's degree in accounting, information technology, business administration, or related field

–AND–

- At least five (5) years of progressively responsible professional experience in a field related to financial information systems

–OR–

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### **Required Licenses or Certifications**

- None

#### **Other Necessary Qualifications**

##### **Knowledge of:**

- Modern principles, methods, practices, equipment and software relating to financial information and related systems
- Generally Accepted Accounting Principles (GAAP) and the laws, ordinances and regulations relating to public sector accounting and financial affairs
- Financial reporting
- Modern office procedures, methods and computer equipment

##### **Skill in:**

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

##### **Ability to:**

- Establish and maintain effective financial information and related systems
- Communicate effectively, both orally and in writing
- Maintain records and to prepare reports of a highly technical nature
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

#### **WORK ENVIRONMENT/CONDITIONS**