

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2019**

**DIRECTOR OF FINANCIAL SYSTEMS**

**JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES**

**FLSA STATUS: EXEMPT – PAY GRADE: 26-A**

**GENERAL STATEMENT OF JOB**

The Director of Financial Systems serves as strategist and subject matter expert to Financial Services and Business Affairs to ensure optimal use of the FSCM PeopleSoft module. The individual in this role will also act as liaison between FSCM business owners, PeopleSoft developers and core technology services team, clarifying business requirements and performing functional quality assurance testing before implementation in production. The role also includes oversight of training and security access for the FSCM module. The director is expected to be able to technically produce queries and reports for FSCM users.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides functional expertise by coordinating and delivering support for the College's PeopleSoft system. Recommends solutions that utilize technology and emphasize efficiency and effectiveness while maintaining internal control. Director is responsible to understand transaction cycles within finance to insure that any recommended changes to procedural process or technological process are designed to prevent or timely detect errors or irregularities.

Develops both simple and complex queries and reports within PeopleSoft to facilitate data needs for finance staff. Director is responsible to work with users to determine their needs and to develop reports and queries to answer business questions using available report writing tools. Director will test developed reports and queries with end users and once accepted, the director will provide appropriate users with written report definitions and instructions for use.

The director will maintain a catalog of all reports and queries along with the written report definitions and instructions. The director will update and revise reports as reporting requirements change.

Supervises functional analysts working in the student financials and payroll systems administratively and by providing technical support, review and guidance.

Employs independent judgment and discretion regarding system troubleshooting and emergent issues. Researches and analyzes complex system issues and provides recommended solutions in a timely fashion. Solutions to be recommended may range from a change in a process step to revamping an entire process. Creates functional specifications for PeopleSoft technical developments and enhancements.

Routinely reviews and analyzes business process, workflow procedures, and job functions to provide insight and solutions for improvements. At yearend the director will verify with functional staff that subsidiary ledgers are in balance with control accounts.

Coordinates the resolution of issues associated with planning, implementation, and post-

conversion utilization of PeopleSoft FSCM software changes.

Participates in issue resolution teams consisting of student services, finance, human resources, and the core technology services team.

Serves as training coordinator for the FSCM module of PeopleSoft. Position will ensure that training materials are kept current with new releases and that the training meets the needs of end users to efficiently and effectively use the College's responsible for develop testing validation requirements for system testing. The director will review new releases to be implemented and coordinate training in advance of User Acceptance Testing so that testing and acceptance of upgrades provides enhancements to the FSCM module.

Provides first level production support to end users and assists end-users in problem resolution. Problem resolution could range from helping an end user know the functionality of a screen or process to assisting the end user to convey issues to core technology services team for resolution.

Collaborates with the core technology services team to review and approve PeopleSoft application modifications, patches and upgrades. Leads functional testing of patches, upgrades, and other program changes to the system. Acts as a point of contact for the FSCM module of PeopleSoft.

Responsible for functional and technical management of application security. Director will develop and maintain a security workflow for college staff to request finance security to the PeopleSoft ERP. The director will oversee staff administering security to verify that other staff receiving access are trained in the use of the application access is being granted to

The director is responsible at a minimum to coordinate a semi-annual audit of security access to the finance application. The audit will consist of a review of access rights to finance by the director and all functional directors within finance. At least annually, the director will coordinate the review of security access from other modules so that incompatible access rights are detected and corrected.

Maintains strategic perspective on the operational impact of functional business requirements against existing and planned PeopleSoft deployments and upgrades. Performs detailed analysis of FSCM system requirements to understand business needs.

Collaborates with core technology services team to evaluate solution alternatives and influence recommended solution using delivered PeopleSoft functionality balancing the optimal use of configuration and development.

Assists in establishing PeopleSoft system testing requirements and conducts regression and integration tests to ensure application requirements are successfully met. Will function as functional project leader during PeopleSoft System implementations, including hardware/software installation and user training.

Provides production issues resolution analysis and support.

Updates and maintains database tables.

Provides ad hoc reporting in response to management and production support requests.

Attends meetings with users to discuss project progress and prioritize system needs.

Maintains PeopleSoft Systems professional growth and development through seminars, workshops, and professional affiliations to maintain certification/licensure, and/or keep abreast of latest trends in field of expertise.

Maintains a positive image when dealing with department personnel and other College employees

Performs other site and position specific duties as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over the Functional Analyst positions in Finance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree, from an accredited college or university supplemented by six (6) years of related experience working with PeopleSoft applications. Effective written and verbal communications ability.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree, from an accredited college or university supplemented by five (5) years of related experience working with PeopleSoft applications, version 8.9 and up, in a post-secondary environment. Effective written and verbal communications ability and excellent project coordination skills. Functional accounting, finance or procurement experience. Experience using report writing software.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/16, 6/19