



FINANCIAL SYSTEMS SUPERVISOR

Department: Finance
Job Class: 635800
Pay Range: Executive 08

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The employee in this classification supervises staff teams and provides leadership for the Finance Department and other County staff on a broad range of comprehensive project management and technical support activities pertaining to County-wide enterprise level financial systems. Specific activities include development, deployment, planning, testing, report and query design, statistical analysis, troubleshooting, and training on County-wide enterprise level financial systems. Work with County departments to identify line-of-business systems that can be decommissioned and replaced with suitable services provided by enterprise-level core financial systems. This position will have a lead role in implementation of Workday “Planning” to replace current budget development systems. And, this position will serve as the Finance Department lead as the Planning and Public Works merger and Human Services behavioral health integration projects identify technology needs and system utilization opportunities.

ESSENTIAL FUNCTIONS:

- Serve as the County’s lead administrator for County-wide enterprise financial systems. Provide leadership for and maintain effective communication with County departments and staff to facilitate effective deployment and use of County-wide enterprise financial systems, policies and procedures.
- Provide financial system subject-matter expertise in strategic technology planning and financial system implementation.
- Provide senior-level leadership and management for design, development, and reporting activities through performance measures, monthly or quarterly information reports, annual summaries, and other reporting as needed by the Director of Finance.
- Provide critical system analysis, expertise, and operational support for County-wide financial systems.
- Maintain effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of several business units; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Oversee and determine processes to test, track, and troubleshoot financial systems software development issues and enhancement requests. Analyze user needs and develop system requirements.
- Develop an advanced knowledge of the County’s financial business functions, information needs, and workflow to plan, design, and propose changes/improvements to County-wide enterprise reporting financial systems.
- Serve as liaison between the County and vendors for County-wide enterprise financial systems.
- Assist with selecting, implementing and supporting project management tools and systems.
- Oversee the development and training for users on new and updated financial systems.
- Oversee the design of various forms, reporting tools, and data query methods.
- Participate in county-wide and/or external technology committees.

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- Manage project execution to ensure adherence to budget, schedule, and scope.
- Prepare project status reports by collecting, analyzing, and summarizing information and trends.
- Maintain up-to-date knowledge regarding changes in the IT industry and collaborate with others to propose changes based on these developments.
- Cooperatively meet County business requirements by proactively working with customers County-wide to define County needs and solutions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of the Deputy Director of Finance with the employee expected to work independently after objectives, priorities and deadlines have been defined. This position has full supervisory responsibilities over assigned staff and staff assigned to short-term as well as multi-year projects.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Financial Systems Supervisor typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Travel to various work sites and/or meeting locations may be required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Movement throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to travel to attend meetings away from regular work site is required. Public speaking and making oral presentations is required on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Contemporary Enterprise Resource Planning (ERP) financial systems.
- Principles and practices of effective supervision.
- Strategic management, leadership, team building, goal setting and performance management.
- Windows operating systems, common software applications, and database design.
- Email systems and Internet.
- Testing methodologies.
- Systems analysis.
- Agile development methodologies.
- Computer networking.

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- Software development lifecycle.
- Dissemination of information to the public; internal and external communications techniques.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Advanced project management.
- Identifying business workflow needs.
- Troubleshooting and investigating software problems and providing solutions.
- Testing new and modified applications.
- Designing and presenting forms and reports.
- Group facilitation and strategic planning techniques.
- Advanced business analysis practices, documents, and diagrams.

Ability to:

- Plan, coordinate, and implement information technology projects.
- Supervise, assign work, track time, and evaluate work performance.
- Learn and troubleshoot internal software applications.
- Create/maintain training materials.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Work independently and as part of a team.
- Understand and follow written and verbal instructions.
- Manage multiple competing priorities in a fast-paced environment.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in management information systems, business administration, or related field; and five years of computer systems business analyst experience is required, OR any equivalent combination of experience and education is required. Knowledge of and experience implementing and using enterprise resource planning financial systems preferred.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to pass and maintain compliance with a background check that meets US Department of Justice CJIS security policy. A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required.