

Job Description

JOB TITLE:	Financial Systems Specialist	DATE:	November 21, 2016
REPORTS TO:	Associate Director, Financial Systems		
JOBS REPORTING:	None		
LOCATION:	Main Campus		
GRADE:	USG 9		
DEPARTMENT:	Finance		

PRIMARY PURPOSE: The Financial Systems Specialist is a position within the Finance department reporting to the Associate Director, Financial Systems. The incumbent aligns the best use of technology to support financial accounting and business processes. The incumbent maintains and enhances financial systems by analyzing business requirements, collaborating on design, testing and implementing solutions. The Financial Systems Specialist works closely with the Business/Systems Analyst(s) to support planned maintenance, updates and configuration required to ensure regulatory, compliance and client needs are met. The incumbent is forward looking and regularly assesses current and future technology needs of the Finance department relative to transformational efforts.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of "what the job does not the "how".

1.	<p>Support and maintain the University's financial and finance-related systems:</p> <ul style="list-style-type: none"> • Maintain system configuration (e.g. setup for fiscal year, academic term, etc.) in accordance with established practices to support the overall operations of the University; • Maintain operational system processes to support University business and to provide timely financial information (e.g. import transactions, update financial accounts, post transactions, etc.); • Maintain workflows so that the appropriate users approve transactions and that processes are completed in a timely manner; • Support testing and implementation of system-based business processes and software maintenance packages (e.g. upgrades, critical security patches, etc.); • Participate in cross-functional trouble-shooting, analysis and testing with project teams. Participants may comprise of external business partners (e.g. software providers, banking partners, etc.) or University departments (e.g. Information Systems and Technology [IST], Registrar's Office, Graduate Students Office, Food Services, Retail Services, etc.); • Execute complex analysis, identify root cause of problems, contribute to development of solutions and recommend improvements to maximize system potential; • Review and analyze release notes from software providers to keep informed about enhancements and recommend opportunities for improvement to the University's financial systems.
2.	<p>Support system access security and controls through user administration maintenance in a timely way ensuring a positive client experience and exceeding client expectations:</p> <ul style="list-style-type: none"> • Provide appropriate and secure access to authorized users, including commissioning, de-commissioning and regular reviews; • Recommend access security and controls that promotes strong internal controls, such as separation of duties; • Provide ongoing support to financial systems by managing notifications, resolving issues, and addressing more complex, system related issues; • Assist with system access issues such as logging on, password and browser issues.

Job Description

3.	<p>Support functional system testing processes to ensure that system projects/initiatives meet the needs of all stakeholders, including recommending best business practices and adopting strong internal controls:</p> <ul style="list-style-type: none"> • Identify test scenarios, develop test scripts, and execute testing to validate the development and configuration of financial systems relative to design specifications and business requirements; • Support the testing of new/modified applications to ensure applications and results meet the University's needs; • Support stakeholders in user acceptance testing and the development of test scripts, including unit and integration testing; • Document and maintain system procedures; • Research, evaluate, document and recommend system and business practice improvements; • Lead the assessment of upgrades, updates, and impact of new modules to current integrations and interfaces, including gap and best fit analysis.
4.	<p>Support financial and management reporting processes of the University:</p> <ul style="list-style-type: none"> • Analyze reporting requirements and document report specifications with stakeholders; • Develop, test, and implement reports to support operational processes, including trend analysis and analysis of data that advances business process improvements.

POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

Education: Undergraduate degree in one or more of the following disciplines: Information Systems & Technology, Accounting, or Mathematics. A recognized professional accounting designation (CPA (CA, CMA, or CGA)) is a definite asset. Additionally, accreditation as a Business Analyst is preferred.

Experience: 2 or more years of progressive systems experience with financial system applications and functional technology projects; proven knowledge of business analysis and project management methodologies; recognized for attention to detail, strong analytical and problem solving skills that rely on a structured approach with the ability to learn new concepts/processes; effective planning and organizational skills with the ability to adapt to change and perform effectively under pressure; significant experience in interpreting requirements, performing fit/gap analysis and preparation of system-related documents. A continuous improvement mind set and an exceptional customer service focus are critical for success.

Technical: Job specific experience, computer skills

MS Word	Excel	PowerPoint	Other
Proficient (technical documentation, table management, footnotes and collaborative documentation tools)	Advanced (advanced functions and formulas such as macros, pivot tables, etc.)	Proficient (presentations with multi-level lists, charts, images, etc.)	Financial enterprise systems (e.g. Unit4 Business World, PeopleSoft Campus Solutions, Concur Expense, purchasing card system, etc.), business intelligence/reporting tools, Visio

NATURE AND SCOPE:

- **Interpersonal Skills:** Internally, communicates with managers and employees within Finance, other stakeholder groups, and IST to resolve issues related to area of responsibility. Strong interpersonal and communication skills are required to understand technical details and complex business requirements, facilitate workshops and negotiate with stakeholders to design solutions that meet overall department needs.
- **Level of Responsibility:** Under the direction of the Associate Director, Financial Systems, this position is responsible for supporting the functional aspects of financial systems. Progressively, the incumbent understands the financial and

Job Description

business needs and management relies on the incumbent to maintain assigned systems. The incumbent represents Finance in complex cross-functional projects related to systems development and maintenance.

- **Decision-Making Authority:** Recommends system maintenance and enhancements to the Associate Director, Financial Systems to ensure financial systems are delivering maximum effectiveness aligned with stakeholder and overall department needs. Recommends emerging technologies which improve financial and business processes and reporting. Accountable for actively participating in assigned projects and for ensuring financial and business requirements are met. Accountable for maintaining financial systems to a high degree of reliability and integrity.
- **Physical and Sensory Demands:** Requires high attention to detail and must handle distractions, changing priorities and interruptions, while meeting required deadlines. Most of each day will be spent at a computer and collaborating with stakeholders.
- **Working Environment:** Minimal exposure to disagreeable conditions, typical of a position exposed to deadline pressures and accountability. There will be situations that will require the employee to work outside of and in addition to the core business hours including but not limited to resolving critical problems for processes that may have failed and/or providing support for upgrades. It is expected that these will be unusual situations and every attempt will be made to limit these situations.