

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: FINANCIAL SYSTEMS SPECIALIST

SALARY: RANGE 42 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned site administrator, administer security access to District financial system; ensure availability of services to authorized users; update security and software functions as required; process payrolls and warrants; process calendar and fiscal year fiscal transitions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer security access to District financial system; ensure availability of services to authorized users; update security and software functions as required; process payrolls and warrants; process calendar and fiscal year fiscal transitions; update tax tables and retirement rates as required.

Perform a variety of activities in maintaining and improving designated financial databases to include organizing the collecting and updating of data; provide data entry developing report specifications and formats, printing reports; develop systems for data backup; modify the system as needed.

Assess malfunctions of central computer hardware and operating applications; maintain and update servers; determine appropriate actions to maintain computer, network and peripheral equipment operations.

Provide timely response to the computer support needs of District employees; upgrade and improve central computer systems.

Operate a variety of multi-user computer systems, assigned software and related peripheral data processing.

Perform routine and preventive maintenance; ensure the availability of computer and peripheral equipment.

Prepare written materials including procedures, directories, reports, memos, letters and other documents; document activities, provide written reference and convey information; process and submit financial documents to outside agencies in accordance with applicable laws, codes, rules and regulations.

Respond to inquiries for the purpose of providing information and direction.

Train selected personnel in the ability to use new and existing software; prepare manuals and instructions to facilitate technology usage.

Research computer hardware and software applications, vendors, consultants and current technology; recommend acquisitions.

Maintain inventories of supplies and materials; ensure item availability.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Assigned software, including QSS, QCC, Aeries and other related programs.
- ▶ Principles of database management and documentation.
- ▶ Specification and formatting of reports utilizing database software.
- ▶ Principles of computer logic and mathematics.
- ▶ Principles of data storage and handling techniques.
- ▶ Data control procedures and data entry operations.
- ▶ Modern office practices, procedures and equipment.
- ▶ General terminology, practices and procedures of assigned office.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.
- ▶ Mathematic calculations.

ABILITY TO:

- ▶ Communicate with administrators, staff, and community, State and federal education officials.
- ▶ Read, interpret and apply technical manuals and other documents.
- ▶ Develop database reports.
- ▶ Implement a system to backup data to ensure integrity of the financial database.
- ▶ Identify and document work systems and procedures.
- ▶ Provide training for staff in the use of database, spreadsheet, and word processing systems.
- ▶ Interpret, apply and explain rules, regulations, policies and procedures.
- ▶ Prepare and deliver oral presentations.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Make arithmetic calculations quickly and accurately.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.

- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.
- ▶ Maintain confidentiality of sensitive and privileged information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in computer technology and two years of database experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.