

Financial Systems Administrator Tompkins County

Department: Information and Technology Services Department

Classification: Competitive

Labor Grade: 16

Approved: Bd. Res. #148 6/18/96

Revised: 02/02; 02/15

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in computer science or a closely related field **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) administrative computing experience with emphasis on financial information; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in computer science or a closely related field **AND** eight years of full-time paid (or the equivalent part-time and/or volunteer) administrative computing experience with emphasis on financial information; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** ten years of full-time paid (or the equivalent part-time and/or volunteer) administrative computing experience with emphasis on financial information; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT: The applicant must possess a valid New York State drivers license at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for assisting in the administration of the County's financial and central administrative software applications, with specific responsibility for supervising the software support process for the County's financial, payroll/personnel, purchasing, tax/fee receipts, solid waste fees and related systems through all stages. The work is performed under the direct administrative oversight and general direction of the Director of Information Technology Services. Considerable leeway is allowed for the planning of work methods and procedures with commensurate responsibility for technical results. The Financial Systems Administrator does not generally supervise other staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Organizes and refines the County's requirements for financial and central administrative software applications;
- Provides software support for the County's financial, payroll/personnel, purchasing, tax/fee receipts, solid waste fees and related systems;
- Trains and coordinates personnel across County government in the use of, and policies related to financial systems;
- Assists users in effective usage of system information products;
- Supervises activities of over 80 work locations across County departments accessing County financial systems;
- Develops policies and practices for systems usage by Finance and County Departments;
- Supervises daily processing needs of financial systems;
- Assures timely production of Financial Information System Products;
- Assists in drafting and negotiating contracts for outside software, systems components and services;
- Effectively communicates with persons of varying levels of technical expertise both within and outside the County;
- Monitors and audits system utilization and financial information to assure compliance with policies and guidelines;
- Coordinates system software, hardware and system security requirements with County Information Services;
- Supports Financial software needs of County Departments and affiliates (e.g. City, Town Clerks,...) as related to County financial requirements;
- Develops and supervises electronic interactions with bank automatic clearing houses, and state and federal agencies;

- Develops test requirements and acceptance criteria for software; and
- Communicates with professional associates at the state, regional and federal level regarding financial software.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of operations of computing equipment and related peripherals;
- Thorough knowledge of modern methods of systems analysis and testing;
- Good knowledge of remote access to UNIX, Novell and related system over local area networks;
- Good knowledge of applicable laws, rules, and regulations related to financial transactions, state and federal financial reporting, and use of software products;
- Ability to establish and maintain effective working relationships with department heads, computer users, software contractors, affiliates, and members of the public requesting computer services;
- Ability to prepare oral and written reports;
- Ability to plan and coordinate projects and the activities of project teams;
- Good judgment, integrity and tact; and
- The employee's physical condition shall be commensurate with demands of the position.

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