CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Finance Business Systems Analyst** **UNION:231**
SG:4
DEPARTMENT: **Finance** **CS:N**
FLSA:N
EEO4CODE:PR

NATURE OF WORK:

Responsible for applying a thorough knowledge of department accounting functions to implement, integrate, troubleshoot and maintain the City's financial enterprise software system and workflow, which includes processes and systems that support accounts payable, accounts receivable, accounting, bank reconciliation, budget tracking, fixed assets, general ledger, purchase requisitions, project tracking, related reporting, document tracking, and approvals. Partners with IT and key staff from other City Departments for planning, implementation, and maintenance efforts related to the financial enterprise software system. Works closely with customers, vendors, management and technical staff to analyze, document and identify business and technical solutions to business problems and needs. Works with staff to identify workflow gaps and generates automatic processes and reports from the financial system. Supports and/or develops financial reports; assists in analyzing financial reporting requirements. Identifies and designs process improvements in relationship to financial systems, and related workflow processes and approvals. Trains existing and new staff from all City departments on financial systems.

SUPERVISORY RELATIONSHIPS:

Reports to the Financial System Manager or designee. Works independently under general supervision and the guidance of applicable federal, State and local statutes, regulations, policies, and procedures. May serve as lead on assigned projects, including assigning work to project team members, conducting analysis and outreach to other departments, and providing feedback.

ESSENTIAL FUNCTIONS:

1. Serves as business lead and subject matter expert in department business processes for the implementation of new or revised Financial enterprise software system, processes and related systems and procedures. Provides project leadership, configuration management, testing, and support for assigned financial subsystems. Develops implementation, maintenance, and communication plans. Drafts or revises related policies and procedures. Performs lead responsibilities on an on-going basis for assigned Financial subsystems, including annual project improvements and maintenance.

2. Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation. Serves as a key liaison with employees in other departments, third parties, and other stakeholders. Uses project management skills in managing assigned projects. May provide overall project management and business analysis for a given Financial initiative. Assists in identifying and defining systems and process alternatives capable of meeting business needs.

3. Provides end user security management and configuration management for Financial systems. Provides support for configuration changes, work flow changes, and other system process modifications. Participates in change management control of Financial systems. Works with IT Services to control access to Financial systems data. Helps provide support of Financial systems through the IT Services Help Desk.

4. Develops plans and leads staff on the testing and implementation of system upgrades and modifications. Works with Information Technology staff and system vendors to identify and implement upgrades. Assures modifications and upgrades are successfully tested before implementation to the live environment. Reports systems issues to systems vendors and works with vendors to resolve the issues. Documents processes and results.

5. Utilizes standard reporting tools to write, maintain and support a variety of reports or queries. Helps maintain data integrity in systems by running queries and analyzing data. Develops standard reports for ongoing customer needs and ad hoc queries as needed, working with staff to identify information requirements. Works with Information Technology staff to resolve complex reporting issues.

6. Develops and documents work flow processes to create efficiency in the operation of Financial Systems. Works with Information Technology staff to implement complex work flow processes.

7. Plans and provides, or arranges training classes, for staff as needed on the use of Financial Systems. Includes initial training for new users, training on new processes or training to groups on specific functionality. Develops user procedures, guidelines and documentation.

8. Supports best practices for system and process change management, documentation of system processes and business practices, and the development of standards for processes.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Complex systems project management including planning, scheduling, monitoring and problem solving.
- Thorough knowledge of governmental accounting and auditing practices and principles.
- Municipal finance policies, procedures, and operating guidelines.
- Operation and configuration of financial software systems in a municipal setting.
- Relevant City, County, state and federal laws and regulations.
- Research methods, data collection and sampling techniques, and statistical analysis.
- General broad understanding of the financial procedures of municipal government.

Skills in:
- Strong computer skills, including accounting, workflow, approvals, and controls for enterprise financial systems
- Testing and configuring complex financial systems consistent with business needs of the City.
- Understanding and interpreting financial system requirements from both business and technical perspective

- Applying accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.
- Communicating business issues and goals with employees at all levels of the organization
- Excellent oral and written communications skills.
- Demonstrated skill and experience in initiating and leading entity wide system and process changes.
- Management of projects within time and financial constraints that exist within the City governmental environment.

Ability to:

- Configure, change, and test financial systems and related systems based on business needs of the City.
- Recommend business configurations based on knowledge of financial systems and City goals, to employees at all levels of the organization
- Understand and interpret work flow processes within a complex organization.
- Analyze and interpret complex financial data.
- Diagnose and resolve systems analysis problems, evaluate alternatives and make sound independent decisions within established guidelines.
- Utilize a variety of spreadsheet, analytical and other computer software for testing analysis and preparation of reports for management as requested.
- Function as a member of the Finance System Project implementation team.
- Demonstrate professional courtesy and good judgment in communications with other employees and external agencies.
- Collect, compile, and analyze complex information and data.
- Prepare, write and present analytical reports and systems analysis to diverse groups.
- Create and provide multi-media based presentations to a wide array of audiences.
- Work independently with little direction.
- Maintain the absolute confidentiality of sensitive files, data, and materials accessed, discussed or observed while working with City staff.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse; and
  - Ability to talk and hear sufficiently to serve internal and external clients.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation with some travel between City of Bellingham locations. Works in an environment with frequent interruptions. Some travel to professional meetings required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in accounting, finance, management information systems, public or business administration or related field.
- Two years of progressively responsible accounting support experience utilizing and supporting financial systems in a complex enterprise setting, preferably in a municipal environment.

- Two years of experience supporting computer systems including experience in systems implementation.
- Experience utilizing BARS accounting system preferred.

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job will be considered. Necessary knowledge, skills and abilities would include a thorough knowledge of municipal finance processes and data.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY:
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12/18

REVIEWED BY: _____
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