

**MANAGER OF FINANCIAL SYSTEMS**

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- TITLE:** Manager of Financial Systems
- REPORTS TO:** Director of Administrative Services
- SUPERVISES:** Support staff assigned to area of Systems Support Services-MUNIS
- JOB FUNCTION:** Provides direction for the integration of hardware and software to support district business operations and administrative functions related to the financial management system. Manages the day-to-day support and coordinates the implementation of additional modules, program and training associated with the District Administrative System or MUNIS.

**MEASURES OF SUCCESS:**

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- Maintain MUNIS system availability and appropriate security as required for various district jobs.
- Ensure that MUNIS processes and procedures are efficient, user-friendly, minimize paperwork demands.
- Increase use of available MUNIS programs to incorporate best practices for all MUNIS operational areas.
- Disseminate knowledge of current functionality for users to perform their jobs within MUNIS.

**DUTIES AND RESPONSIBILITIES:**

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- Coordinates the management and implementation of new modules related to the District Administrative System (DAS) as mandated by the Kentucky Department of Education.
- Analyzes administrative/ operations and data needs of the district and recommends strategies for improving efficiency, data flow, and business processes through the use of technology.
- Serve as a liaison/primary consultant with district departments, schools and software vendors for technology projects related to MUNIS.
- Identify, prioritize and implement business process solutions and system modifications to maximize functionality, improve efficiency, and meet departmental and central finance business policies and processes
- Develop and expand use of enterprise query/reporting tools to improve operational and financial decision making.
- Manage system administration, including configuration, workflow/approval processing, and user security access for all related MUNIS applications including MUNIS Self Service and Tyler Content Management.

## **JOB DESCRIPTION**

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- Oversee daily operations of the financial system and all related MUNIS applications including MUNIS Self Service and Tyler Content Management. Manage systems administration and customer support to over 500 MUNIS users.
- Manage the interface of MUNIS data with other systems and monitor the integrity and quality of the data shared between other systems.
- Functions as system administrator of MUNIS related software. Supervises programming and software application development activities as needed.
- Manages system security to ensure data integrity against intentional or accidental loss or damage. Assists with development of disaster recovery plan.
- Assists with development of a disaster recovery plan. Keeps operating system software current by managing installation of the latest versions. Monitors and oversees installation of cumulative program updates as they become available.
- Plans for adequate capacity to ensure that resources are available to satisfy current and future system requirements. Monitors system performance and makes necessary adjustments to ensure maximum performance.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintain regular attendance

#### **KNOWLEDGE AND ABILITIES:**

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##### KNOWLEDGE OF:

- Programming development, programming utilities, database design, performance tuning, device configuration, and system security.
- Financial operations including the Chart of Accounts, Accounting, Budgeting, Fixed Assets, Accounts Payable, Accounts Receivable, Payroll, Human Resources, Purchasing , and Financial Reporting
- School governmental procedures and regulations; specifically generally accepted auditing standards (GAAP) and Governmental Accounts Standards Board regulations (GASB).
- Strong customer service orientation and experience.
- Ability to articulate ideas with staff at all levels of technical or nontechnical backgrounds.
- Coordinating support with Kentucky Department of Education and Tyler and any other third party software companies interfacing with MUNIS.

##### ABILITY TO:

- Translate business functions into database and design concepts for the evaluation of available software.

## JOB DESCRIPTION

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- Oversee the training of users to apply new software to support business/operations and data communications functions.
- Plan, organize, and supervise the work of a staff of department personnel.
- Produce clear, precise written and oral ideas, information, and reports.
- Plan and manage the direction and performance of team projects.
- Ability to coordinate multiple assignments, conflicting priorities, and diverse needs.

#### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

#### EDUCATION AND EXPERIENCE:

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- Bachelor's Degree in accounting, computer science, or business related field. A minimum of five years combined successful experience in financial software implementation or upgrades, system administration, maintenance and support.
- School Finance Officer Certification preferred

*Original Date: 08/1996*

*Revision Date: 07/2011*

*Revision Date: 06/2017*