

CITY OF BURBANK

FINANCIAL SYSTEMS MANAGER

DEFINITION

Under general direction, to manage and oversee a variety of professional and administrative functions in the development, implementation, and support of automated business applications within the City; perform related work as required.

ESSENTIAL FUNCTIONS

Develops, implements, and supports the automated business applications within the City; reviews existing and proposed applications and recommends, implements, and tests solutions; receives training on related software; trains and assists staff on use of applications; serves as the liaison to the Information Technology Department for all financial system related matters; identifies, troubleshoots, and resolves reported financial system problems; works closely with end-users to identify system limitations and develops potential solutions; documents accounting procedures and training material; assists professional staff in the use, maintenance, troubleshooting, and development of reports using automated business applications, including those related to purchasing, accounting, accounts payable, accounts receivable, and other applications; ensures the day-to-day accuracy and integrity of the information provided by the City's automated financial systems; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – advanced accounting and business principles; automated client-server financial systems; modern training methods; principles and practices of sound personnel management and supervision.
- Skill in – automated Enterprise Resource Planning (ERP) financial systems, to include report generation and inquiries; spreadsheet and word processing computer software programs; effective customer service.
- Ability to – make presentations and provide training for groups of employees; troubleshoot computer problems and make effective recommendations; effectively conduct analyses; prepare clear and concise written reports; maintain accuracy in completing financial and other reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public; foster a teamwork environment; effectively communicate orally and in writing.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a degree in business administration, public administration, computer information systems (CIS), finance, accounting or a closely related field, four years of professional experience in governmental accounting, including one year at the supervisory level, and two years of experience with Enterprise Resource Planning (ERP) systems.

License/Certificates: ERP Functional Certification, in at least 4 areas, within 18 months of appointment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: MBA, CPA or CPFO.