

**Finance System Specialist  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Finance**

**TITLE: Finance System Specialist**

- QUALIFICATIONS:**
1. Two or four year degree in technology support related field or comparable work experience.
  2. Working knowledge of AS/400 operating software, including query, Novell network and experience with accounting software support.
  3. Five years extensive, board experience in an office/school system environment, preferably in finance, with responsibility for a large variety complex duties.
  4. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Director of Finance

**JOB GOAL:** To provide technical support to staff using programs residing on or interfacing with the AS/400, primarily Finance and Human Resources. Communication skills and basic understanding of accounting functions necessary in coordinating and supporting personnel throughout the system.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Perform and maintain daily backup of data files and quarterly full system save.
3. Plan and coordinate the installation, operation and maintenance of hardware and software running on the AS400 (IBM eServer iSeries, Domino server, TimeKeeper server and e- Procurement server). Monitor system efficiencies and recommend upgrades as appropriate.
4. Provide technical support for system users.
5. Administer and troubleshoot all issues surrounding the AS400 system internally.

6. Design, develop and modify the finance department website using HTML and JavaScript codes.
7. Analyze and test systems maintained on AS400 to identify and document software errors, bugs and application errors to resolve end-user problems.
8. Recommend system design modifications to software vendors to correct or enhance software as needed.
9. Create, analyze and transmit Payroll ACH and Positive Pay files.
10. Print financial documents such as checks, W2's, 1099's and payroll reports.
11. Maintain computer room equipment.
12. Create and analyze queries using IBM Wrkqry, SQL statement and Visual Basic in each of the databases maintained on the AS400 (HRMS,BUD, CMS, ISIS and TimeKeeper).
13. Create and maintain user security settings in coordination with the Finance Department and administration to ensure users have appropriate level of security.
14. Provide user support for financial software (ISIS), including training, report writing, research and correction of errors. Create, reactivate and unlock employee accounts in N C Department Identity Management, (NCID).
15. Act as site Security Officer for NC system (state integrated network) and NC State Treasure's Core Banking System.
16. Perform other duties and special projects as requested by Finance Officer and Director of Finance.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Grade: 75

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.

- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.