



Job Title: Systems Administrator – Fiscal Services Technology

Supervisor: Director of Fiscal Services Technology

Terms of Employment: 246 days

Job Summary:

Implement, upgrade, customize, and support Fiscal Services technology systems in order to maintain data integrity and continuity of business.

Essential Duties

1. Develop, deploy and support delivered and custom modules and interfaces for Oracle's PeopleSoft HCM 9.2 and Financials 9.2 application systems
2. Develop custom reports to meet Finance requests and respond to management/employee inquiries for data queries and ad-hoc reporting
3. Maintain interfaces with other internal and external applications
4. Lead development projects to ensure applications, customizations and interfaces meet business requirements and organizational goals
5. Maintain data integrity and troubleshoot issues as they arise
6. Maintain strong user and data security procedures to protect confidential information
7. Provide technical support for new initiatives, system upgrades and patching
8. Maintain business documentation of software implementation, customizations and upgrades
9. Update job knowledge by participating in education opportunities; reading professional publications and participating in professional organizations

Other Duties

Perform such other tasks and assumes other responsibilities as may from time to time be assigned.

Job Specifications

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Bachelor's Degree - major course work in Computer Science, Accounting, Finance, or Business Administration
2. Five (5) years of experience working in finance and/or computer programming
3. Proficient in the use of Excel, Word, and Microsoft Access applications and flat file manipulation
4. Experience with PeopleSoft HCM/Finance preferred



5. Experience writing queries for the Microsoft SQL platform preferred
6. Experience writing Structured Query Reports (SQR), PeopleSoft Application Engine programming, PeopleTools, PeopleCode, Chrystal Reports and COBOL preferred

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 210

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.