Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Administrative Fiscal Systems Manager**

Qualifications:

Education: Bachelor's degree in Management Information Systems, (MIS) or Computer Science, Master's Degree Preferred

Training/Experience Required: Three to five years' experience in database programming and systems management. ERP management in public/government sector preferred. Minimum of 5 years' experience in management data processing or above the Analyst level in a government ERP setting. Experience with school software applications preferred. Three (3) years of COBOL programming experience. Knowledge of SQL, Oracle Forms and Reports. Analytical experience related to software capabilities. Management of organizational systems and ability to communicate properly with key stakeholders. Departmental management and ability to apply HR guidance to reporting employees. Ability to evaluate and effectively communicate departmental goals/processes. Lawfully able to be bonded.

Special Skills, Knowledge, Abilities:
Specialized Skills: MIS proficiency. Knowledge of COBOL programming. Proficiency in SQL+ and Oracle Database. Knowledge of modern equipment, operating systems, and databases in sensitive information environment.

Communication Skills (oral, written, or business): Management communication skills to exchange information give/receive instructions and respond to inquiries. Includes filling out and creating forms. Ability to discern and disseminate information properly that is PI, HIPAA, and Financial Secure in nature. Communicates departmental software changes in an applicable manner and at the appropriate level of urgency.

Data Record Keeping/Data Manipulation: Performs data record/record keeping operations determining what changes need to be made to existing records, makes allowable changes to software applications to meet organizational needs. Conveys data in a secure manner and assures the 3rd party involvement is consistent with organizational requirements.

Mathematical Skills: Performs complex computations requiring a knowledge of system analysis to include required math functions and ability to communicate those applications to vendors and organizational stakeholders.

Reading and interpreting: Reads and interprets complex materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation. Analyzes systems and properly assigns appropriately in logical timely manner.

Purpose of Position: Manage and maintain fiscal systems departmental efficiency. Responsible for the design, implementation, and efficiency of existing/new application programs for all affiliated fiscal systems. The Administrative Fiscal Systems Manager will be responsible for the maintenance of existing programs including rewriting, recommending, or modifying. Responsible for accessing and analyzing user needs in regard to fiscal systems technology. Defines requirements for improving or replacing systems. Develop specifications for completeness and conformance to standards. Plans and coordinates the development and implantation of these systems and programs. Continually look for efficiencies in all fiscal systems software and other district systems connected to related systems. Prepares documentation for all new programs and updates. Prepares and distributes administrative data and reports as well as all payroll/human resource information and budgetary data, etc. Provides technical information and management information reports as needed. Provides and maintains Federal and State reporting such as TRS, ACA, WC, and 1099 forms, etc. Coordinates secure integration and communication of other systems needing fiscal systems access. Provide direct support and perform trainings for district staff utilizing fiscal system. Technical Leadership responsibility, involving decision making, driving communication inside and outside of program development. Involves hands-on design and development work, implementing enhancements and extensions to various applications. Requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity. Perform planning, coordination, and supervisory duties related to the data processing operation of the organization in order to accomplish objectives necessary for timely and accurate data processing and reporting. Facilitates a protective environment for sensitive information.

Contact with Others: An incumbent in this position has regular contact with all stakeholders within the organization and community. Communication would include but not limited to Technology Department, district personnel, vendors, Board Members, and any other community stakeholder.

Performance Expectations: The incumbent/employee shall: be customer focused to resolve problems effectively; utilize human resources of the department while promoting productivity, efficiency, health and safety; facilitate employee training and development, empowerment and appraisal; provide constructive corrective counseling and discipline, effectively resolve complaints and grievances; manage resources with fiscal responsibility while maintaining proper accountability of records; effectively handle information and communications with staff and public; conduct short and long range planning to set and/or attain district goals and objectives; demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation and initiative to identify solutions to problems; be a team player with co-workers, subordinates, other managers and community leaders to accomplish district objectives or goals; promote personal growth and development activities.

Essential Job Functions (Performance Responsibilities):

1. Manages, plans, organizes and supervises the overall activities of fiscal software applications, including systems analysis, workflow design, programming and computer operation activities as related to the district's fiscal business operations.

2. Provides insight or applicable services to departments which indicate a need, interest, or requirement to interact with fiscal services applications. Develops plans and maintains processes for interacting systems as specified by departments.

3. Develops, trains, supervises and evaluates fiscal systems and data/information processing staff or other departmental designations. Including but not limited to the management of fixed assets, payroll activities, and other human resource department needs.

4. Develops plans, forecasts, budgets for fiscal systems requirements and data/information processing activity.

5. Evaluates regularly the district's use of fiscal systems and secure data/information processing and recommends alterations and expansion as necessary.

6. Other duties as assigned.

Supervision Exercised: An incumbent supervises staff of employees. Has responsibility to develop training, evaluate employees, and make staffing recommendations.

Site: ASC/Unspecified as needed

Reports To: Superintendent, CFO, Director of Finance or designee

Physical/Mental Requirements and Working Conditions: Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

Terms of Employment: 255 days

Salary: Set by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 02/10/2025