Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Finance Platform Administrator**	FLSA Status:	**Exempt**
Job Family:	**Finance**	Pay Range:	**FN90Y**
Prepared/Revised Date:	**April 1, 2025**	Job Code:	**38016**

SUMMARY: Responsible for technical subject matter expertise for the enterprise resource planning (ERP) system, utilized by the Finance and Human Resources Departments as well as other business systems utilized by the Finance Department. Ensure the function, availability, and reliability of the applicable business systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Develop, test, implement, document, and maintain the integrity of system reports, both customized and standardized to support the day-to-day work in the Finance and Human Resources Departments.
2. Develop, test, implement, document and maintain system interfaces, integrations, workflows, and web applications.
3. Provide user training and develop resources related to system functionality, data, reporting, and processing. Provide timely responses and status updates to system support requests.
4. Proactively identify opportunities to improve the functionality and efficiency of systems to support daily work processes in the Finance and Human Resources Departments.
5. Develop, test, implement, document, communicate and maintain reports and processes for state data collection reporting. Support the Finance and Human Resources Departments during the data collection process by troubleshooting and resolving issues that arise.
6. Perform system monitoring including but not limited to verifying the integrity and availability of systems, key processes, workflows, integrations, file exchanges, and completion of scheduled jobs.
7. Implement system upgrades, including but not limited to assisting with test plans, ensuring adequate testing has been performed, maintaining test records, and assisting with training and communication.
8. Keep abreast of best practices, functionality changes, and new features through a variety of methods, including but not limited to networking with providers and other K-12 users, attending relevant trainings and user group conferences, and performing independent research.
9. Maintain positive, collaborative working relationships with IT department staff including but not limited to software engineers, application support specialists, and database administrators.
10. Develop, test, implement, document, and maintain disaster recovery protocols, system security, and user security for in alignment with the IT department requirements.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science, information systems or related field
- Two to three years of experience in working directly with the major functional business and human resources units and systems of a large private/public business, as well as responding to the specific business management and data analysis issues associated with this environment
- Demonstrated experience performing system analysis duties with complex public sector business software strongly preferred
- Demonstrated experience performing business system analysis and software engineering duties in a large public school district strongly preferred
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Analytical, mathematical, and statistical skills
- Advanced organizational, time management, and attention to detail skills
- Advanced knowledge of fund accounting and school district payroll practices
- Skill in Transact SQL using SQL Server, including producing complex ad-hoc queries and the ability to import and manipulate data
- Knowledge of T-SQL, C#, VBScript, HTML5, CSS3, XML, XSL, JavaScript
- Strong knowledge of Microsoft Office365 Suite, especially Excel, as well as knowledge of SAS and SPSS
- Knowledge of various business intelligence tools, including Power BI
- Knowledge of .NET framework and SQL Server Integration Services
- Knowledge of ASP.NET web forms and MVC
- Knowledge of Windows 7, 8 & 10, Windows Server 8 & 12
- Knowledge of Windows Server Internet Information Services
- Knowledge of systems analysis processes and procedures
- Advanced report writing skills
- Advanced understanding of relational databases
- General project management skills
- General application development skills
- Strong ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to follow written documentation

- Ability to interact professionally with managers, developers, and subject matter experts
- Ability to work independently with minimum supervision as well as work and be a part of a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Business Systems Analyst	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	