



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Financial Systems Coordinator
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8477
<b>Reports to:</b>	Chief Financial Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

This is professional, technical and analytical work involving administrative support of complex financial computer business systems. Work involves responsibility for the coordination of all financial computer business systems with the District's user community, to include training assistance, user group discussions, and system coordination with Finance, Human Resources, and Information Technology departments. Work includes financial report generation within the Finance Department and coordination of staff assignments related to the financial computer business systems. The incumbent is expected to be able to perform any and all work tasks with considerable independence and comply with any work schedules or attendance or duty requirements as needed.

**Essential Functions:**

- Develops and maintains Business PLUS workflow designer and user assignments
- Coordinates Business PLUS superuser meetings as needed to ensure data consistency and complete process understanding
- Monitors user input into the financial business computer system and assists in the correction of erroneous input
- Researches and implements changes required in the financial business system due to changes in systems configuration or business policies
- Researches system problems and errors; coordinates with vendors, consultants, contractors, and user groups in resolving issues and implementing software or business system changes, configurations, or procedures
- Performs functional analysis, requirements definition and ERP module testing
- Assists in providing detail analysis for accounting staff, internal audit staff and external audit staff
- Provides training and consultative assistance to department users, IT personnel, and outside vendors
- Performs and participates in data interface design, data migration, and reconciliation
- Prepares ad-hoc and regular financial activity and statistical reports, and statements and reports of financial activities
- Performs related work as assigned

**Knowledge, Skills, and Abilities:**

- Strong leadership, interpersonal and communication skills
- Strong quantitative and analytical skills
- Understanding of public-school finance and related school law
- Must have solid knowledge of generally accepted accounting principles (GAAP)
- Ability to organize and prioritize work for accurate and timely completion



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- Ability to establish and maintain effective working relationships
- Must be able to exercise considerable independent judgment and initiative in planning and directing a large fiscal operation
- Able to demonstrate personal integrity and financial expertise to ensure the security and integrity of the District's financial records
- Ability to negotiate, on behalf of the District, with outside parties
- Strong skills in presenting and interacting with the media, executives, Board members and other officials

**Experience:**

- Microsoft computer applications including spreadsheet and word processing software such as Excel, Word, Access, and PowerPoint
- Finance, Payroll, and/or Human Resources ERP applications
- Interpersonal/communications skills
- Experience developing information, conducting meetings, and making presentations to groups and individuals

**Education:**

- Bachelor's Degree (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date



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Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***