

MAJOR FUNCTION

This is high-level administrative and technical work providing direction, guidance, and oversight in an assigned area, for the development, implementation, operation, and maintenance of various modules of PeopleSoft Financials system or the UKG Dimensions timekeeping system, as well as any interfaces between other systems or programs used by City departments. Positions in this classification are expected to exercise considerable independent judgement and complete assigned tasks with minimal supervision and demonstrate both professional working knowledge of accounting practices and a thorough understanding of financial systems. Work is performed under the direction of a supervisor or manager, who outlines areas of responsibility. Work aligns with the mission, vision, and objectives of the City of Tallahassee. Work is reviewed through conversations, observations, meetings, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position serves as a subject matter expert (SME) for all ongoing functional system support activities (including support, configuration, files maintenance, coding, workflow and table management) related to the availability and integrity of financial information and data of various modules within PeopleSoft Financials system and/or the City's timekeeping system. This position also provides ongoing support for any interfaces into PeopleSoft Financials or the City's timekeeping system from other City-utilized systems or programs. Collaborates with users to provide functional support, solicits ideas for system improvements and ensures adoption and ease of use. Initiates the creation of step-by-step user guides; oversees the review of training materials ensuring their accuracy; provides tool training and user support/coaching as needed. Responsible for system testing for releases and upgrades to ensure compliance with federal, state, and local laws and City policies and procedures and accounting requirements, including software patches and upgrades as required. Functions as the system contact person for Financial Services, Procurement, or Grants/Disbursements Department. Tests enhancements to verify functionality prior to end-user testing. Functions as a project leader working in partnership with the City's Enterprise Resource Planning team for system adjustments or new implementations. Provides PeopleSoft System functional support by serving as the liaison for various modules of the PeopleSoft Financial System. Runs control queries and reports to ensure data accuracy and integrity of modules and all inbound integration points. Reviews and resolves all journal error issues identified in control queries. Monitors pending journal approvals and maintains journal workflow. Performs monthly and annual processes to close the general ledger including the interest allocation process. Performs routine quality checks and maintenance processes to ensure system accuracy, functionality, and management of exceptions. Develops and maintains detailed documentation of procedures and processes of the role for the purpose of preparing back up support and training for successor. Provides assistance and guidance to department and user staff. Performs related work as required.

Other Important Duties – Payroll Division

For incumbents serving as the subject matter expert (SME) for timekeeping and payroll operations, provides ad-hoc absentee analysis and proper mapping within the City's payroll and timekeeping systems analytics tools. Investigates root cause for validation and import errors and provides action steps to department administrative support staff to resolve. Runs reports to monitor and audit timekeeping entries and edits. Responsible for understanding and complying with applicable labor and tax laws, quality, environmental and safety regulatory considerations.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough working knowledge of generally accepted accounting principles, fiscal and administrative controls and techniques, financial analysis principles, and/or, procurement, payroll and human resources management practices. Thorough working knowledge of applicable federal and state laws, rules, and regulations applicable to the City. Thorough knowledge of information systems applications, system design and implementation techniques, principles and practices of programming and project management techniques, as applicable to assigned responsibilities. Thorough working knowledge of integrations and interfaces between PeopleSoft Financials, PeopleSoft HCM, UKG Dimensions Timekeeping System, UMAX, AssetWorks, CORE, and various other internal or external systems. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Some knowledge of City government, its subdivisions, organizational culture and administrative procedures. Considerable knowledge of modern principles and practices of management. Ability to plan and conduct informative and effective training programs. Ability to express oneself clearly and concisely, both orally and in writing, to make public presentations and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Ability to exercise creativity and flexibility in addressing workforce needs, challenges and expectations. Ability to operate independently and proactively, and to complete all assigned work tasks with minimal supervision. Skilled in diplomacy and customer service. Skilled in problem identification and resolution.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, information systems, business administration, public administration, or a related field, and three (3) years of experience in accounting or functional experience supporting financial Enterprise Resource Planning (ERP) systems; or an associate's degree in accounting, finance, information systems, business administration, public administration, or a related field, and five (5) years of experience in accounting or functional experience supporting financial Enterprise Resource Planning (ERP) systems; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information systems, or a related field, may substitute for one year of the required experience.

Payroll Services Division

Possession of a bachelor's degree in accounting, finance, information systems, business administration or a related field three (3) years of payroll administration experience including two (2) years of experience with payroll and timekeeping systems; or an associate's degree in accounting, finance, information systems, business administration or a related field, and five (5) years of payroll administration experience including four (4) years of experience with payroll and timekeeping systems; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information systems, or a related field, may substitute for one year of the required experience.

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