

Financial Systems Coordinator

Accounting

Hiring Range: \$65,101 - \$96,055

Deadline: 11:59 p.m. April 11, 2021

Chesterfield County's Accounting Department is seeking a Financial Systems Coordinator to perform work of considerable difficulty to coordinate and support the operations of the County's financial and related administrative systems. This includes planning and implementing new features to improve functionality and meet regulatory and vendor support requirements, along with assisting in the development of the department's information technology strategy with a focus on security and automation to ensure efficient, effective delivery of services to County and School customers. The functions include supervisory duties, liaison with Information Systems Technology staff, coordination of ERP system change requests, project management tasks for ERP system upgrades, process improvements and related special projects, preparation and presentation of progress reports to key stakeholders, oversight of department's miscellaneous accounts receivable program including debt collection and advising department leadership on technical matters. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess a bachelor's degree in Business or Information Systems or a related field with at least four years of progressive systems analysis and automation experience; or an equivalent combination of training and experience. Supervisory experience is a plus. The ideal candidate will have experience working with and supporting integrated financial systems in a lead role, managing or coordinating complex automation projects, training design and delivery, writing technical documentation and designing system reports. Experience with CentralSquare Finance Enterprise (formerly IFAS/ONESolution), SQL databases, system security/internal controls, or writing programming code such as Visual Basic preferred. Candidate must demonstrate the ability to work in fast paced, deadline-oriented environment; strong leadership, analytical and customer service skills; advanced working knowledge of Excel, Word and Access; general knowledge of accounting and auditing principles and practices including generally accepted accounting principles (GAAP). **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity