

Financial Systems Senior Analyst

Accounting

Hiring Range: \$56,596 - \$86,310

Deadline: 11:59 p.m. July 17, 2022

Who We Are:

Committed to excellence in public and financial services and upholding the highest standards of ethics and integrity.

Chesterfield County's Accounting Department provides services for Chesterfield County government departments and Chesterfield County Public Schools. We help them fulfill their missions by using efficient, innovative, and flexible means to deliver the highest quality products/services possible. We work together as professionals dedicated to the growth, development, and success of each other and the County. We would love to have you join our team!

What You Do and How You Do It:

As a Financial Systems Senior Analyst in the Accounting Department, you will be joining a highly dynamic and results oriented Financial Systems team. You will be a key resource providing direct first level business process and technical support to finance system users across all financial functions. You will work in varying Accounting subject matters such as General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts and Payroll ERP modules supporting daily production activities and will serve in a back-up role to other ERP system functions. You will be responsible for:

- o Working collaboratively with team members to provide production support for the ERP system through an 8:30 a.m. – 5:00 p.m. Mon-Fri on-call/helpdesk rotation
- o Researching and resolving problems with systems interfacing with the ERP system.
- o Maintaining an in-depth understanding of existing business application architecture, including integrations and data structures to assist with report development, interface design, data extraction or use of data analytical tools such as PowerBI
- o Keeping up to date on system functionalities, customizations, and integration
- o Identifying, evaluating, and recommending other key technologies required to support and improve business processes
- o Troubleshooting, initiating corrective action, and developing solutions to system technical issues or systems process issues
- o Creating and maintaining test plans, performing testing during upgrades and hotfixes and with existing interfacing systems
- o Creating and maintaining technical and business process documentation and deliver training to users at varying skill levels
- o Developing new and supporting existing MS Access databases
- o Leading cross departmental projects, coordinating business process impacts and meeting deadlines
- o Report writing and webform development; 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.

Here's What You Need:

Bachelor's degree in accounting, business, or management information systems (MIS), minimum of three years of experience in the implementation and support of business information systems; or an equivalent combination of training and experience with an emphasis on integrated enterprise resource planning (ERP) system in a diverse and dynamic environment; understanding database relationships; supporting general ledger and accounts payable business processes and technical functions in a collaborative team environment; creating and maintaining process, procedure and training documentation; as well as advanced Microsoft Access and Microsoft Excel skills. A basic understanding of generally accepted accounting principles is needed. Experience with the following software applications or tools is a plus: Central Square Technologies ONESolution/Finance Enterprise; security or workflow administration. Work history experience with the following is required: Cognos or similar report writer; Web-form development using HTML and JavaScript. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

Real Talk:

As a member of the financial systems team supporting the ERP system, you will be part of an on-call/helpdesk rotation and work with a team of systems analyst daily to ensure limited interruption to production business processes and systems. You will be supporting staff across all county and school departments with varying levels of computer skills. You must be exceptional at troubleshooting complex processes, and effectively communicating and resolving issues. You will have some routine task assignments, urgent requests, and opportunities to lead projects. Prioritization and time management are essential. You will routinely collaborate with a diverse group of professionals at all levels including front-line administrative and technical staff, department managers/supervisors, IT staff and school staff. At times it may be stressful, it is critical that you maintain a positive attitude and professional manner.

A successful candidate will be a motivated self-starter requiring minimal supervision with strong organizational, communication (including active listening, proactive outreach and follow up) and time management skills; possess the ability to work on multiple tasks simultaneously completing work timely and meeting deadlines as part of a team and independently; and have a forward-thinking approach with creative problem solving. Additionally, the candidate will be eager to learn seeking opportunities to grow professional and to lead diverse groups.

If you are interested in a challenging and rewarding position where you become expert in supporting Chesterfield County's financial business and technical processes, then this is the position for you. We work hard to achieve our mission and value work-life balance through paid-time off and flexible work schedules. We offer a competitive compensation and benefit package, including the Virginia Retirement System defined benefit plan.

PLEASE NOTE: Position open until filled (first review began May 31, 2022).

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, Equity, and Inclusion