

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools

Educating our students to reach their full potential

Location: District Office
Department: Finance
Reports to: Coordinator of Finance
Title: **Financial Systems Supervisor**
Compensation: Special Staff – Level 13
Hours: Position is full-time – 8 hours per day, 12-months

Position: **Financial Systems Supervisor**

Essential Job Function and Definition:

This position requires extensive knowledge of software applications used by the finance department. These include, but not limited to TIES Finance, HRPAY, FeePay (a comprehensive fee management and registration system), a stand-alone fixed asset management system, budget preparation application (MyBudgetFile), procurement card system (BMO details online). This position supervises the MIS analyst and provides support to high school bookkeepers.

Major Duties and Responsibilities

Accounting/Financial Systems Management

Comprehensive Fee Management System (FeePay)

- Coordinate, implement and manage FeePay activities and fees modules district-wide.
- Develop, set up and maintain FeePay categories, sub categories, resources and forms used in the creation of activities and fees
- Create and maintain activities and fees.
- Provide FeePay technical support for district staff.
- Serve as liaison between FeePay support and district staff.
- Develop training materials for system administration; conduct training for “admin”users.

Budget Preparation Application (MyBudgetFile)

- Develop, implement and maintain budget centers, budget line items and tables in MyBudgetFile as instructed by the coordinator of finance or director of finance and operations.
- Develop and maintain positions used for budgeting staffing costs.
- Develop training materials; provide training and support for budget administrators and other staff with budgeting responsibilities.
- Develop and implement baseline budget files within MyBudgetFile, including the reconciliation of staff between MyBudgetFile and TIES HRPay.
- Review and extract budget files to upload budget data to TIES finance system.
- Reconcile budget totals in MyBudgetFile with totals in TIES finance system.
- Coordinate system upgrades and releases with MyBudgetFile staff.

Fixed Assets Reporting – Annual

- Reconcile fixed asset reports on district’s stand-alone system to ensure that all fixed assets acquired by the district are properly reported on the fixed asset system.
- Maintain and apply appropriate depreciation and classification schedules for district fixed assets.

Procurement cards Management (BMS details online)

- Initiate and review activity reports from BMO details online.
- Serve as program administrator; tasks include, but not limited to, make necessary changes on individual and ghost cards; create security assignments for the on-line system, and conduct new procurement card user training.
- Provide BMO details online technical support for all procurement card users.
- Review employees’ procurement card coding to ensure accurate reporting into TIES finance system.
- Work in conjunction with accounting/accounts payable supervisor to develop and implement additional ways to incorporate the use of procurement cards for the efficient payment to vendors (Approve2Pay).

TIES Finance System

- Set up new finance system users and establish their finance system security rights as instructed.
- Provide support for users of the finance system as needed.
- Extract finance information for system users as requested.

Annual Financial Audit Support

- Prepare fixed assets related audit work papers to comply with GASB Statement #34.

Armored Truck Service

- Responsible for the coordination of armored truck services for schools and departments.
- Submit change orders requested by the sites to the bank.

Select, Train and Supervise Staff

- Assist with selection, train and supervise direct report to ensure accuracy of data and all reporting requirements and timelines are met.
- Provide support and technical guidance to high school bookkeepers.

Other

- Work with other finance department management team members to develop finance department training programs for new and current district administrative and support staff.
- Responsible for the inter-fund cost allocation calculations, annual.
- Responsible for training and periodic update of the district's student activity account manual to ensure compliance with the state's "*Manual on Activity Fund Accounting*" (MAFA).
- Compile key comparative financial profile information using reports generated by the Minnesota Department of Education for comparison with other school districts as requested.
- Other duties as assigned.

Qualifications Required:**Education/Experience**

- Four-year degree in accounting, business or related fields.
- Demonstration of progressive automated financial systems management experience.
- Five years minimum supervisory experience.
School district accounting experience, experience with TIES applications preferred.
- Experience with UFARS preferred.

Technical Knowledge

- Strong project and system management skills.
- Extensive knowledge and experience in the use and design of spreadsheets and databases Microsoft Excel, Word and Access.
- Principles, practices and terminology used in payroll and financial recordkeeping and reporting.
- Up to date knowledge of laws, rules and regulations applicable to school districts and accounting practices.
- Strong skills in organization, creative thought, initiative, systems thinking and problem solving.

Interpersonal Skills

- Strong supervisory skills.
- Strong team and customer service orientation.
- Demonstration of excellent oral and written communication skills.
- Ability to manage, prioritize and complete work assignments from multiple sources.