Engineer, Senior Systems

Reports to:	Chief Financial Officer/Deputy Chief Financial Officer	**FLSA Status:**	Exempt
Department:	Finance	**Structure/Grade:**	Unified 128
Division:	Finance	**Workdays:**	240
Retirement:	Teachers Retirement System		

Position Summary

Develops and analyzes financial reports to ensure compliance with state regulations and to inform financial decisions within the organization. Provides technical assistance and develops innovative computer programs to improve productivity for the Division of Finance. Performs work independently with minimal supervision, utilizing intermediate-level knowledge to function as an experienced individual contributor.

Essential Job Duties

- Provides technical support for Munis modules related to finance, including General Ledger, Accounts Payable, Accounts Receivable, Budgeting, Purchasing, and Payroll.
- Generates monthly Board of Education financial reports with charts and conducts vendor payment analysis to ensure transparency and accountability.
- Creates comprehensive internal and public budget documentation for publication on the District's website, ensuring compliance with state requirements such as the Transparency in Government Act (TIGA) Reporting Audit History File.
- Designs, programs, and maintains computer systems, databases, spreadsheets, and files to support various departmental needs.
- Maintains an updated Chart of Accounts and generates accurate financial statements such as the General Ledger to facilitate informed decision-making processes.
- Analyzes complex financial data using intermediate problem-solving skills to enhance department performance and makes necessary modifications to processes based on findings.
- Manages or assists with the implementation of new Munis modules or enhancements.
- Calculates salary accruals and accounts payable data and creates corresponding journal entries for accurate fiscal year reporting.
- Provides technical support for all hardware and software within Finance and assists in gathering data requested by state auditors during annual audits.
- Assists in closing financial books at year-end by generating essential reports and compiling data.
- Identifies problems and resolves moderately complex issues as they arise.
- Makes minor modifications to processes to enhance the performance of the department as appropriate.

- Ensures that all activities are conducted in compliance with relevant regulations, policies, and procedures.
- Works with finance staff to troubleshoot and resolves Munis-related financial system issues.
- Performs additional duties as assigned.

Qualifications

- Bachelor's degree in Information Technology, Business Administration, Accounting, Finance, or a related field preferred.
- In lieu of a degree and/or professional certification, candidates must possess a minimum of 15 years of directly related technical experience.

Knowledge, Skills, and Abilities

- Knowledge of networks and operating systems and system and database design and analysis
- Excellent computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Strong analytical and problem-solving skills
- Strong financial acumen
- Strong project management skills
- Ability to effectively manipulate, analyze, and interpret data
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.
Reviewed/Revised: 10/19/2026

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

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Reviewed/Revised: 10/19/2026