

Union Public Schools Job Description

Position Title: Accounting Information System's (AIS) Manager
Department: Finance
Reports To: Chief Financial Officer

FLSA Designation: Exempt

SUMMARY: Responsible for development, support and maintenance of computer applications for financial and budgeting, payroll, human resources, inventory, purchasing and other functions of the Finance Department. Develops and prepares reports related to the above, all with the aim of improving business efficiency and productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Maintains and revises current applications and reports for financial and budgeting, payroll, human resources, inventory, purchasing and other functions of the Finance Department.
- Consults with Finance Department users to determine current effectiveness and to project future needs.
- Oversees and/or develops new applications and reports as needed.
- Tests new applications and revisions for accuracy; resolves problems and revises content or format when needed.
- Prepares written instructions and trains users in utilizing Finance Department database system.
- Researches and resolves problems with Finance Department database applications.
- Analyzes system requirements.
- Proactively analyzes, detects, identifies and corrects technical problems and deficiencies for the Finance Department.
- Monitors and collects data on system performance.
- Plans and works with flexibility to deadlines.
- Supports users with Finance software.
- Plans, develops and implements backup and recovery procedures.
- Maintains accurate files, records.
- Oversees implementation of upgrades to Finance software.
- Provides training and user manuals to users of a new system/software.
- Keeps up to date with technical and industry developments.
- Travels to all District locations as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by assisting in direct supervision of AIS personnel.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associates degree, bachelor's preferred, in computer science, accounting, business or related area plus two (2) years mainframe, personal computer or accounting experience. Additional relevant work experience may be substituted on a year-for-year basis for the formal education requirement. Working knowledge with data processing, Windows operating servers, SQL, Microsoft Office, Crystal reporting, MUNIS, IBM I-5 Series, Commvault backup software, DASD iSeries storage, Sharepoint, AS-400 operations, IBM Query, Kronos, In-Touch, Sans Storage and Vipre antivirus is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and responds to questions from groups of teachers, support employees and students.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of public school operations desired. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to work independently and to initiate and complete projects with little or no direct supervision. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 50 such as a computer monitor, CPU, printers, copiers, scanners etc.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will work near or with electronic equipment. The noise level in the work environment is usually quiet although it can vary depending on daily activity.