



Job Description -UPDATED DRAFT

Job Title: Senior ERP Systems Analyst

Position Code

Job Classification: Exempt

Supervisor: Supervisor of ERP

Pay Grade: 41

Contract Length: 245 Days

Job Summary

This position will act as lead in the development of data analytic dashboard applications and associated reporting to support the financial and administrative initiatives necessary to improve efficiencies and effectiveness, reduce operational costs, ensure regulatory compliance, and minimize risk. Responsibilities include providing technical guidance to ERP Systems analysts and ERP system functional leads to ensure accurate, efficient, and effective use of ERP applications. Monitors ERP system retirement/release schedules and major upgrades. Coordinates testing of ERP forms and applications. Supports the development and execution of test plans, scenarios, scripts, and data files. Provides technical support for key processes such check processing, module setup, role-based security, monthly, and annual close processes. Evaluate changing reporting needs and recommends new designs or enhancements. Performs data analysis of ERP transactions and ERP metrics in support of internal or external audit function and system usage forecasting.

Essential Duties

1. Design and maintain internal and external division financial system and capital improvement dashboard application solutions required to support changing needs of the division.
2. Responsible for ensuring dashboard data is maintained in accordance with industry-standard database and data dashboard standards and best practices.
3. Responsible for providing technical guidance to ERP Systems Analysts and ERP system functional leads to ensure accurate, efficient and effective use of ERP applications.
4. Works with other technical staff and end users to help identify application functionality, development approaches and possible enhancement recommendations.
5. Monitor Tyler Support ERP System retirement/release schedule and system updates to include major system upgrades.
6. Under the direction of the Supervisor of ERP will install ERP system service packs/upgrades via Tyler Deploy.
7. Coordinates with Tyler forms staff and ERP functional leads to test changes to ERP system form changes prior to installation into production environment.
8. Facilitates testing with appropriate school division department contacts on applicable system changes.
9. Supports the development and execution of functional and technical test plans, test scenarios, test scripts, test data files.
10. Responsible for providing technical support of critical system processes such as soft and hard close, check processing, ERP system module setup changes, role-based security, moves, adds, changes and division benefit and salary update procedures.
11. Design and implement customized system functionality to ensure the system reflects all NNPS school and department processes and reflects state/federal reporting requirements.
12. Evaluate changing reporting needs and provide new reporting designs and application enhancements recommendation for end users.
13. Perform data analysis of ERP transactions and/ or ERP metrics in support of internal or external audit function and system usage forecasting.
14. Models nondiscriminatory practices in all activities.
15. Maintains an up to date knowledge of rapidly changing computer technology.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Perform any other related duties as assigned by the Supervisor or other appropriate administrator.

Minimum Qualifications:

Must possess a Bachelor’s degree in computer science, computer programming, statistics or a related field and/or 10 years or more of related field and considerable related experience working in a relational database applications development position within a large scale, multi user environment; and any equivalent combination of education, and current certifications that would provide the noted knowledge, skills, and abilities. Experience with successful deployments of web applications preferred. Experience with C# programming preferred. Familiarity with student information management software preferred. Must possess extensive computer programming troubleshooting and systems engineering/design skills and an extensive working knowledge of the principles, practices, and techniques of relational database design, SQL, and database applications development/support. Must possess strong analytical skills used to identify and resolve problems. Must be able to communicate in a clear and concise manner. Must be able to successfully work with a variety of teams. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel. Must possess the ability to train others.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of ERP

This job description in no way states or implies that these are the only duties to be performed by this employee. Senior ERP Systems Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of ERP. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date