

PROJECT COORDINATOR (FINANCIAL SYSTEMS MAINTENANCE)
CHAUTAUQUA COUNTY DEPARTMENT OF FINANCE
Salary Range: \$28.50 - \$37.44/Hour + Benefits @ 40 Hours/Week

The Chautauqua County Department of Finance is currently accepting applications for the position of Project Coordinator (Financial Systems Maintenance). This is a principal-level position with responsibility for coordinating the operational and administrative processes of the financial software modules used by the Chautauqua County Department of Finance. An incumbent will act as a resource and point person for system users in the Finance Department as well as those using the software in other departments. Related account keeping work will be performed in the Finance department specific to central operations such as budgeting and asset management. The work is technical in nature, but does not require a qualified systems analyst or programmer. Work performed is under the general direction of a Finance department manager. Does related work as required.

Typical Work Activities:

- Coordinates operational processes for Financial Management Information Systems (FMIS) including set-up and maintenance of code sets, operational data sets, process control authority, reporting and related operations;
- Supports FMIS end users by responding to questions regarding operational procedures, process control authority, reporting and related issues requiring administrative use troubleshooting;
- Tests and verifies FMIS operational processes and verifies/troubleshoots issues;
- Acts as the co-liaison between the County and FMIS software vendor to report operational issues and test vendor solutions;
- Reviews and tests FMIS software updates and advises on readiness for implementation;
- Provides FMIS operations training to end-users;
- Leads and manages FMIS operational process changes involving new module roll-outs and changes to existing module usage;
- Participates in the County's cross-functional team to maintain operational processes of FMIS and related systems;
- Acts as the principal operator for the budget module including system setup, initialization, advancement and posting of the annual budget;
- Performs FMIS operational tasks for fiscal year end processing in areas such as purchase orders, insurance, W-2 set-up and soft close;
- Performs FMIS operational tasks in fixed asset management, depreciation of capital assets and capitalization of assets;
- Set up new vendors including required compliance verifications;
- Administration of annual physical inventory and facility transfers;
- Acts as liaison with the Department of Information Technology (IT) to coordinate FMIS user security;
- Acts as liaison with other central departmental operations such as Human Resources and IT regarding FMIS operations.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: EITHER

- **Promotional Opportunity** – Candidate must be currently employed by Chautauqua County Government permanently in the title(s) of Principal Account Clerk or Accounting Supervisor within the department of Finance and held such qualifying title(s) for two (2) years at the time of application **and** appointment.
- OR**
- **Open Competitive Opportunity** – Graduation from high school or possession of a high school equivalency diploma, and either:
 - A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Accounting or Information Technology, and two (2) years of experience in business or public agency accounting that involved administrative responsibility for the operation of comprehensive Financial Management Information Systems; OR
 - B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's degree in Business Administration, Accounting or Information Technology, and four (4) years of experience as listed in (A) above.