



May 2025

FLSA: EXEMPT

FINANCIAL SYSTEMS AND COMPLIANCE ADMINISTRATOR

DEFINITION

The Financial Systems & Compliance Administrator is responsible for financial software systems, ensuring adherence to grant and payroll requirements, tracking financial data, and maintaining accurate financial records. This position plays a key role in resolving system issues, ensuring the accuracy and integrity of financial data, and maintaining proper accounting records in alignment with established policies and procedures. The role requires strong attention to detail, problem-solving skills, and the ability to manage multiple financial functions within a fast-paced environment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. No direct supervision of staff is exercised. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This position focuses on financial system administration, compliance, and accounting processes without supervisory responsibilities. The Financial Systems & Compliance Administrator ensures financial data accuracy, assists with system upgrades, monitors financial records, and supports policy development in alignment with industry regulations and best practices.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administer and maintain financial software systems, ensuring proper functionality, security, and data integrity.
- Monitor financial software operations to ensure alignment with regulatory standards and city policies.
- Troubleshoot issues with financial systems, working closely with end users to identify and resolve technical problems or discrepancies in data.
- Review payroll documentation and system processes to verify accuracy, completeness, and compliance.
- Track and manage financial data associated with grants, ensuring records are organized, accurate, and compliant with internal and external regulations.
- Review and ensure compliance with grant financial reporting, expenditure tracking, and regulatory requirements.
- Assess financial data integrity, identify discrepancies, and collaborate with relevant departments to resolve issues.
- Assist with financial system upgrades, testing, and implementation of new functionality.

- Provide recommendations for financial system optimization, improved workflows, and best practices in financial data management.
- Support daily accounting functions, including account reconciliations, transaction recording, and financial report preparation.
- Conduct investigations into account irregularities, performing thorough research to determine if escalation is necessary and ensuring issues are addressed promptly.
- Assist in preparing monthly and year-end financial statements, ensuring accurate reporting of financial data and adherence to accounting standards.
- Work with the Finance Director to develop, implement, and maintain up-to-date financial policies and procedures that align with industry standards and regulations.
- Maintain awareness of changes in industry regulations, accounting standards, and best practices to ensure financial systems remain current.
- Collaborate with internal teams to improve financial reporting, reconciliation, and compliance monitoring efforts.
- Resolve accounting issues and discrepancies as they arise, ensuring timely and efficient solutions.

QUALIFICATIONS

Knowledge of:

- Financial software systems, data management, and internal controls.
- Principles and practices of accounting, financial reporting.
- Grant financial reporting, expenditure tracking, and compliance requirements.
- Payroll systems, reconciliations, and regulatory guidelines.

Ability to:

- Troubleshoot and resolve financial system issues.
- Analyze and interpret financial data for accuracy and compliance.
- Identify, investigate, and resolve financial discrepancies.
- Review payroll and grant documentation for accuracy and compliance.
- Implement process improvements and best practices in financial management.
- Administer financial systems and ensure their integrity and security.
- Analyze financial data to identify and correct discrepancies.
- Develop and implement financial policies and procedures.
- Work independently while also collaborating across departments to ensure accurate financial reporting.
- Adapt to evolving regulatory requirements and industry standards.
- Maintain detailed financial records and documentation.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, or a related field, and
- Five (5) years of experience in Accounting or Financial Systems Administration.

License

- A valid Class C California driver's license may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays.