SENIOR ERP ANALYST

DEFINITION
Under supervision, researches, develops, analyzes and modifies new or existing computer software programs and troubleshoots and resolves software problems for the City.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Implements changes and resolve technical problems with City’s financial and human resources computer systems;
- Updates formulas for benefits and deductions in payroll;
- Creates hour types and leave plans for payroll purposes;
- Set up payment codes for city departments utilizing the financial systems;
- Establish and modify system users’ security to modules, activity entry, requisitions, and invoice approval queues;
- Write documentation for user use and provide training on use of current financial / payroll system;
- Create user reports from payroll, accounts payable, general ledger, human resources, and permits data enter into data system;
- Trouble shoot and resolve programming issues related to Financial system;
- Assist with upgrade of new releases of the Eden software and assist IT staff to ensure system is properly functioning at all times.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of computer system development, implementation and analysis techniques, coding, testing and debugging computer software programs practices and procedures, creating and maintaining documentation or procedural manuals for computer systems, and of various computer programming languages;
- Skilled in maintaining computer programs using different programming languages and operating systems, providing and following oral and written communications, and in establishing and maintaining positive and productive working relationships
- Ability to effectively communicate verbally and in writing with all levels of staff, to keep up with industry trends, and to perform essential duties with little to no immediate supervision
- Proficient in the use of personal computer hardware, MS Office, and industry related software packages essential to job success.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent sitting, standing, walking, bending and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelors Degree and/or Professional Certification in Information Systems or related field, AND four (4) years experience in computer programming, trouble shooting and resolving complex computer issues.