

## FINANCIAL/HUMAN RESOURCES SOFTWARE SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for performing liaison work between Ulster BOCES and the financial/human resource management software application service providers regarding software application modifications and enhancements. The incumbent assists the Business Office in its assignments and is responsible for organizing and coordinating the distribution of release notes and analyzing the modifications and enhancements of the software products to ensure that the component agency and the component districts will utilize those changes effectively. The work is performed under the general supervision of a higher level employee with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives release notes for financial and human resource management software application updates and informs other agency users of applicable modifications and enhancements;

Performs data entry in formatting new features to the financial and human resource management software applications;

Generates custom reports through a report writer application or within the financial and human resource management software applications at the request of Business Office personnel;

Defines and assigns security rights, authorizations and restrictions to agency users of the software applications;

Maintains passwords, internal controls and separation of duties of agency software application users;

Serves as the district liaison with the Mid-Hudson Regional Information Center and the software service providers for application training services by attending training sessions offered by the service providers;

Provides telephone support, troubleshoots problems and offers support in any of the financial and human resource management software application modules offered;

Coordinates and organizes user group meetings to assist agency staff with better understanding and utilization of the software applications and modules;

Trains new and experienced agency staff in the use of new and current modules available through the software applications;

Assists in the implementation of system failure and recovery procedures as instructed;

Responsible for maintaining inventory of all financial and human resource management software applications-related supplies and orders supplies as needed;

May perform other related duties as assigned by the Assistant Superintendent for Administration.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of computer software applications as it relates to financial and human resources; good knowledge of methods of keeping and checking financial records; working knowledge of computerized financial record keeping and current windows-based and web-based office applications; working knowledge of database structure; ability to problem-solve computer user-related problems relative to software technology; ability to prepare reports; ability to establish and maintain cooperative relationships with others; ability to maintain confidentiality; ability to communicate effectively both orally and in writing; ability to understand and interpret written material; initiative; tact; courtesy; sound judgment.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree, which included or was supplemented by fifteen (15) credit hours in Accounting, Business, Computer Science, Information Resources Management, Information Technology, Management Information Systems or a closely related field and two (2) years of full-time paid, or its' part-time equivalent, work experience using a computerized financial system; **OR**

B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours in Accounting, Business, Computer Science, Information Resources Management, Information Technology, Management Information Systems or a closely related field and four (4) years of full-time paid, or its' part-time equivalent, work experience using a computerized financial system; **OR**

C. Successful completion of fifteen (15) credit hours in Accounting, Business, Computer Science, Information Resources Management, Information Technology, Management Information Systems or a close related field offered by a technical training institute, college or a corporate training program and five (5) years of full-time paid, or its' part-time equivalent, work experience using a computerized financial system; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its' part-time equivalent, work experience in using a computerized financial system; **OR**

E. An equivalent combination of training and experience as indicated in A, B and C above.

\*Coursework in the use of specific programs such as WORD, EXCEL OR ACCESS, and data entry is not acceptable.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess and continuously maintain a valid New York State driver's license.

ULSTER COUNTY  
3148 FIN HRS SP  
Classification: Competitive  
OA

Adopted: November 13, 2017