CITY OF SAN ANTONIO
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FINANCIAL OPERATIONS ADMINISTRATOR
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Financial Operation Administrator who reports to the Director of Finance and is responsible for managing and coordinating virtual teams for the improvement, redesign or development of new financial business processes within the Finance Department and City. Exercises functional supervision over virtual teams such as SAP Production Support Team and City Department representatives to deliver streamlined and efficient business solutions.

Essential job functions include, but are not limited to, the following: Oversees and directs functional and technical virtual teams assigned to review business processes and provide improved and redesigned business solutions within the Finance Department. Evaluates financial processes and procedures of City Departments and the impact upon the Finance Department. Develops improved or corrective processes where necessary. Develops "Business Case" for proposed process improvement and the post implementation ROI analysis. Coordinates and develops strategic plans for the implementation and support of financial business process and related systems, including SAP for the City's Finance Department. Facilitate problem-solving sessions with multiple groups of people. Produces findings and derives conclusions from analyses and makes oral/written recommendations to the Director's Office. Oversees, defines and monitors critical path activities and resolves issues or escalates issues to upper management or appropriate business owners. Assists in the implementation, monitors progress and provides support for multiple organizational efforts. Coordinates interaction with City Business Process Owners, SAP Functional Production Support, Legacy Systems and Technical Teams and provides cross-functional solutions when required. Assists teams on other projects in order to ensure successful integration of SAP and non-SAP functionality. Evaluates internal controls, segregation of duties and system controls with respect to current business processes and the redesign and design of new processes. Analyzes, designs, implements and supports changes to the business policies and procedures within the Finance Department and adapt said procedures to fully utilize the SAP software capabilities. Develops service level agreements and monitor performance metrics for the Finance Department. Develops and delivers training materials to affected parties as needed. Develops presentations for Management to educate and gain support for initiatives. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Performs related duties and responsibilities as required.

The ideal candidate should possess advanced knowledge of governmental accounting, Generally Accepted Accounting Principles and financial and accounting procedures as well as a strong background in business process redesign and project management. Preferred requirements include a strong knowledge of SAP or ERP packages, Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation or a Masters Degree in a related field. Eight (8) years of increasingly responsible accounting experience including four (4) years of supervisory responsibility over professional accounting staff; a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays – *Monday, May 29, 2006 is a city holiday*) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.