

Sr. Finance Systems Analyst - Recruitment #298



Posting Period

February 13, 2015 –
Open Until Filled

*re-posted with revisions May 11th 2015

Compensation

Starting salary range is
\$5,735/mo - \$7,500/mo

*represents min to mid of range.

Full salary range is
\$5,735/mo - \$9,175/mo with future
increases based on performance.

Benefits

This position offers an
excellent benefits package,
including coverage for
medical, prescription, dental
and vision.

FLSA Status

Non-Represented
(Exempt)

Department

IT

Reports To

Sr. Manager, Enterprise
Applications

To Apply

<https://careers.portoftacoma.com>



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



www.portoftacoma.com

Job Summary

Responsible for supporting, maintaining and leveraging financial software applications and data in support of finance system users and financial business processes, with a focus in Microsoft Dynamics GP.

Working in collaboration with Finance and IT staff, the role identifies and implements system and process improvements. Additionally, the role conducts technical support, maintenance and system administration activities at a functional and technical level to ensure designated applications operate reliably.

Essential Functions and Duties

- **Technical Support.** Provides technical support and system administration for designated enterprise applications and platforms. Analyzes system errors or deficiencies to identify system issues. Determines and implements appropriate resolutions. Support is provided personally in both a primary and secondary capacity, in coordination with other departmental resources, and through managing third party support vendors.
- **Operations and Maintenance.** Performs operations and maintenance responsibilities relating to assigned Enterprise Applications with the aim of ensuring ongoing system reliability and security. Responsibilities include performing routine maintenance tasks and periodic system processes and procedures. A further responsibility is to monitor and manage application release activities including security patches, service packs, and version releases.
- **System Utilization.** Proactively identifies and leads efforts to enhance and expand the functionality and utilization of Port systems. Working with users and Business Process staff, uses functional and operational knowledge to identify system, functional and process optimization opportunities, modifying and extending system components such as user interfaces, system modules, workflows, and reports.
- **Solution Identification.** Proactively and innovatively identifies and architects technical solutions to resolve business issues or enhance business systems. Researches, defines, architects and develops complex technical software and data solutions, either through the adaptation of existing systems to meet new requirements or through the selection of new systems. Defines appropriate system requirements, specifications and designs.
- **Documentation.** Develops and maintains plans and documentation as required for the consistent and appropriate management of both designated enterprise applications and cross system dependencies, including: roadmaps and lifecycle plans; systems reference and support documentation; procedures, standards, policies and best practices.
- **Project Participation.** Role is project dependent. As a Project Lead or Manager, coordinates Enterprise Application projects, ensuring the use of standardized methodologies and coordinating vendor and Port resources. Position may act as a technical resource for IT projects, or represent Information Technology within organizational projects, providing specialized knowledge or expertise and performing assigned technical tasks.

Required Experience and Education

Bachelor's Degree with emphasis in computer science, finance or related field.

Minimum of six (6) years' experience in financial software application support with applications analysis, Microsoft SQL database administration and design responsibilities.

People. Partnership. Performance.

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Knowledge, Skills, Abilities & Other Work Characteristics

Must have in-depth knowledge of Microsoft Dynamics GP and should encompass all areas of Dynamics GP, including architecture, technical, functional, database schema, reporting, security, troubleshooting, etc. Must have knowledge of Enterprise Application, Integration, and Relational Database Architectures and designs and in-depth knowledge of Microsoft SQL Server, and database management and operations and be familiar with the systems development life cycle.

Individual must have the ability to develop a strong understanding of key Port processes, business rules, and departmental interactions, specifically as they relate the financial activities of the Port and be able to successfully work on multiple initiatives and issues concurrently. Must have excellent troubleshooting and problem solving skills, written and verbal communication and presentation skills, project management skills and be highly professional.

Must have excellent planning and organizational skills, and have the ability to multi-task and prioritize workload, Individual must have excellent customer service skills and have the ability to work collaboratively and effectively within a team environment. Incumbent must have the ability to think strategically and understand the business requirements behind technical initiative and must proactively seek out solutions and technologies that will enhance the business and technology strategies of the Port. Incumbent must actively educate themselves on emerging technologies and be a lifelong learner.

Must be available to work any combination of days and hours as needed, including weekends and holidays, and availability for 24-hour on call status is required.

Individual must possess and demonstrate the ability to align with the vision, mission, goals, and core values desired at the Port of Tacoma; with a constructive view of the culture; perform at all times with the highest degree of integrity, enthusiasm, vitality and creativity; display a customer centered focus and treat all individuals with courtesy, dignity, and respect. Actively support, and clearly communicate, the goals objectives, and strategic imperatives of the Port and consistently improves IT processes, standards and procedures.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

