



**MARK J. F. SCHROEDER**  
COMPTROLLER

# CITY OF BUFFALO

DEPARTMENT OF  
AUDIT AND CONTROL

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**ANNE FORTI-SCIARRINO, CPA**  
FIRST DEPUTY COMPTROLLER

**GREGG S. SZYMANSKI, CPA**  
DEPUTY COMPTROLLER  
INVESTMENT & DEBT MANAGEMENT

**WILLIAM FERGUSON, CPA**  
DEPUTY COMPTROLLER  
CITY ACCOUNTANT

**KEVIN J. KAUFMAN, CPA**  
DEPUTY COMPTROLLER  
CITY AUDITOR

## CIVIL SERVICE JOB OPENING

April 17, 2017

**Title of Position:** Financial Operations Administrator  
**Number of Vacancies:** One (1) Anticipated – Temporary  
**Salary Range:** \$63,482 – 74,371  
**Location:** Department of Audit and Control  
**Duties:** See Attachment  
**Minimum Qualifications:** See Attachment

**Note:** All applicants must submit their resumes and specifically detail all experience. All paperwork is to be submitted to Anne Forti-Sciarrino, First Deputy Comptroller, 1225 City Hall, Buffalo, New York 14202 by Monday, May 1, 2017.

Anne Forti-Sciarrino, CPA  
Deputy Comptroller

**Distinguishing Features of the Class**

The Financial Operations Administrator is responsible for overseeing, implementing and maintaining all financial technology for computer application programs in the Department of Audit and Control. Work involves the identification, analyzing and development of methods and procedures to improve the efficiency and effectiveness of both financial reporting and internal audit operations. Activities include billing, accounts receivable (AR), accounts payable (AP), fiscal auditing, compliance auditing, operational auditing, cash management, payroll, financial planning/reporting, risk management, and supporting technology, such as Enterprise Resource Planning (ERP) systems. The incumbent will work closely with Department of Management Information Systems (MIS) personnel and city-wide users to analyze, communicate, train and validate changes and updates to business processes, organizational policies, information systems and other technology tools related to financial operations. A high degree of independent judgment is required in analyzing and evaluating information and data to develop and make recommendations on information systems, financial reporting and accounting. Immediate supervision is received from the City Accountant and supervision may be exercised over personnel assigned.

**Typical Work Activities**

Evaluates changes in legislative, regulatory and internal policies for impact on fiscal processes, systems and controls;

- determines need for modifications to meet requirements and coordinates with Department of MIS to implement;

Administers ERP processes, data, records, permissions and controls for financial system;

Provides enterprise wide support of reporting operations based on system data, including financial reporting, performance reporting and Freedom of Information Law (FOIL) requests;

Develops and validates ERP system data entry standards to ensure data integrity;

Monitors process effectiveness via development and reporting of operational performance metrics;

Develops and implements verification and validation processes, including data mining tools, systems customization and reports;

Provides ongoing technical support for the department, including local administration and troubleshooting of mission critical systems;

- coordinates with MIS for additional support as needed;

Provides ongoing support for external departments in regards to system processing, reporting and record keeping;

Acts as a liaison with external fiscal service providers and internal stakeholders in regards to planning process and technology implementation, troubleshooting and optimization;

Assists management in evaluation of process system and/or technology needs, usefulness, changes and establishing priority of the development and/or acquisition of new technologies, systems or processes;

## **Financial Operations Administrator (Audit & Control) #0553 (cont'd.)**

### **Typical Work Activities(cont'd.)**

Participates in meetings and maintains records and prepares reports as needed;  
Performs special projects and other related duties as required.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics**

Thorough knowledge of governmental accounting and auditing controls, methods, principles and practices;

Thorough knowledge of routine electronic business processes such as billing, accounts receivable and collections, accounts payable (AP), auditing, cash management, purchasing, inventory management, payroll, record keeping, reporting and analysis;

Working knowledge of information systems for financial reporting and accounting;

Ability to utilize and train others in the use of server based and/or PC based technology systems including ERP business systems, collaboration software such as Microsoft SharePoint, project management software and Microsoft Office products;

Ability to analyze, draw conclusions, troubleshoot, and report on financial and operation system data;

Ability to analyze and resolve problems and develop and deploy needed corrective actions to the process and/or system;

Ability to understand and interpret written material;

Ability to effectively communicate both orally and in writing;

Ability to make independent decisions using good professional judgment and integrity;

Physical condition commensurate with the demands of the position.

### **Minimum Qualifications**

#### **Open Competitive**

(A) Master's Degree from an accredited college or university including or supplemented by 24 credit hours in Accounting/Auditing and **two** years of full-time experience in the administration of accounting or auditing activities in an Enterprise Resource Planning (ERP) system environment including enterprise-wide information system administration and process management;

OR

(B) Bachelor's Degree from an accredited college or university including or supplemented by 24 credit hours in Accounting/Auditing and **four** years of full-time experience in the administration of accounting or auditing activities in an Enterprise Resource Planning (ERP) system environment including enterprise-wide information system administration and process management.

OR

(C) An equivalent combination as defined with the limits of A and B.

## **Financial Operations Administrator (Audit & Control) #0553 (cont'd.)**

### **Minimum Qualifications (cont'd.)**

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of filing application.

**Accounting Experience** is defined as the art or system of keeping financial records. It is the recording, classifying, verifying and reporting financial data and presenting and analysis or interpretation of their significance. It includes the preparation of financial statements and schedules. This experience must be in an Enterprise Resource Planning (ERP) system environment.

**Audit Experience** is defined as the art of confirming financial statements or documenting the veracity of financial data. It includes a critical review of financial records and documents and an appraisal of fiscal procedures and operations. This experience must be in an Enterprise Resource Planning (ERP) system environment.

**System Administration Experience** is defined as the responsibility for the set-up, maintenance, processes and controls of an information technology system, including compliance to legal requirements and internal controls.

**Process Management Experience** (for Quality Process Management) is defined as the art of defining and maintaining interrelated tasks, resources, inputs and requirements in order to provide a desired outcome consistently and efficiently. It includes compliance to legal requirements, internal controls, performance standards and productivity standards.

**Adopted:** 8/16/12

**Revised:**

**Reviewed:**

**Department of Human Resources, Civil Service Administration, Room 1001 City Hall,  
Buffalo, NY 14202**