SAP FUNCTIONAL ANALYST (FI/CO, Budget)

DEFINITION

Formulates concepts for, develops, and supports the implementation and upgrade of the District's SAP Finance (FI) and Budget modules.

TYPICAL DUTIES

Consults with technical and managerial personnel and with end-users to gather information related to functional business requirements of the District and recommends best practice information technology solutions to problems affecting financial operations.

Develops system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of SAP finance modules.

Analyzes and/or participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.

Recommends technical policies and identifies opportunities for project development and suggests corrective actions to improve efficiency and business processes; and technical aspects of the SAP module.

Develops prototype solutions to ensure they meet business requirements.

Analyzes and identifies data integrity issues with existing and proposed systems and implements solutions.

Manages and configures the SAP FI/CO and Budget system modules to meet District business requirements, documents configuration, and manages transport requests from the development system to the testing system and to the production system.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for the implementation of the new system including specifications for reports from the Business Warehouse.

Participates in the building of business plans and strategic directions by formulating standards and processes for financial procedures.

Prepares business process procedures documenting redesigned business methods.

Collaborates with technical personnel overseeing external systems such as MAXIMO, Motor Coach Management System (MCMS), and Integrated Management System (IFS) on items such as interfaces.

Manages logistics of SAP Finance-specific projects and change requests including managing timelines and coordination of staff and other project resources.

Evaluates test results from change requests and recommends changes and enhancements as necessary.

Coordinates with other SAP teams such as Payroll and Human Resources on various integration points like Job Cost-specific personnel master data set-up and the resultant Payroll to Finance (FI/CO) Payroll postings.

Implements system upgrades and support packages.

Reviews or provides guidance on materials developed by Associate Computer Application Specialist SAP employees such as business process procedure documents, test scripts, or unit and system integration testing.

Maintains communication among SAP Functional teams during requirement gathering and implementation process for integrated complex projects.

Develops training materials and provides training and coaching to end users.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The SAP Functional Analyst (FI/CO, Budget) serves as a consultant regarding the functional business requirements of the District's SAP Finance modules, recommends long-range developmental plans, prepares technical specifications and analyzes hardware and software requirements. The SAP Functional Analyst also directs the major activities involved in planning, development, and implementation of the configuration of an SAP module and may supervise and coordinate efforts of an Associate Computer Applications Specialist SAP.

An Associate Computer Applications Specialist (SAP) performs less difficult and less complex work in formulating concepts for developing and supporting the implementation and upgrade of the District's SAP modules.

Other functional analysts serve as consultants regarding the functional business requirements of the District SAP modules such as Payroll, Organizational Management, Time Management, and Personnel Administration.

SUPERVISION

General direction is received from a higher-level administrator typically a Computer Applications Administrator SAP or other higher level administrators. Supervision may be exercised over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of financial administration
SAP configuration, design, testing, and development in SAP finance and benefits modules
Integration points across SAP modules including impact of changes made within modules
SAP best practices for K-12 employee lifecycle business processes
Software Testing Tools
Project Management Software capabilities

Ability to:

Identify improvements for business processes and supporting systems
Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within SAP
Determine business requirements and translate requirements for SAP implementation design into functional specifications
Utilize software testing tools to perform unit and system integration testing
Apply strong lateral and analytical thinking skills
Utilize project management software to keep track of progress on projects
Manage projects and meet stringent project deadlines
Work effectively across functional; technical; and organization readiness teams to ensure communication and coordination of system configuration and design as well as future functionality releases
Write and orally express difficult and complex concepts clearly and concisely
Develop training material and job aids for end users

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree preferably in computer science, finance, accounting, budget, information systems, or a related field. Additional qualifying experience in system design may be substituted for the required education on a year-to-year basis.

Experience:

Three years of configuration, design, and implementation experience with SAP FI/CO or Budget Modules 4.7 or higher. Experience must include implementation of at least one full SAP lifecycle. Public sector experience is preferable. Additional experience in the field of accounting, finance, or budget is also preferable.

SPECIAL NOTES

1. Management class.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
04-29-10
CL