

SAP FUNCTIONAL ANALYST (FI/CO, Budget)

DEFINITION

Formulates concepts for, develops, and supports the implementation, maintenance, and upgrade of the District's SAP Finance (FI), Controlling (CO), 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.
- 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 quality system and to the production system.
- Facilitates business process discussions and translates business requirements into SAP functional design specifications for reports, enhancements, interfaces, forms, and conversions, including specifications for reports from the Business Warehouse (BW).
- Participates in the building of business plans and strategic directions by formulating standards and processes for financial procedures.
- Prepares business process procedures and job aids to document new and redesigned business methods and provide end user support.
- Collaborates with technical personnel to oversee and monitor interfaces between SAP and external systems.
- Manages logistics of SAP Finance-specific projects and change requests including managing timelines, coordinating staff and other project resources, and overseeing user acceptance testing.
- Evaluates test results from change requests and recommends changes and enhancements as necessary.
- Coordinates with other SAP teams such as Payroll, Human Resources, and Procurement on various integration points like Payroll to Finance (FI/CO) and Procure to Pay 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 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 may be substituted for up to two years of 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 ECC 6.0 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.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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