

Business Systems Manager Cleveland Metroparks

The Business Systems Manager (BSM) is responsible for overseeing the Park District's financial systems including serving as the systems administrator, point person, and liaison, and assists with analysis and support of the financial technology systems. The financial systems include MUNIS and related interfaces involving point-of-sale, payment gateway, merchant processing, banking, procurement cards, and smart safes. The BSM works closely with the Cleveland Metroparks' Information Technology Services team, Accounting Manager, and other key staff on the continuing design, process improvement, and support of the internal and external financial technology systems necessary to accomplish accurate and compliant financial accounting and reporting for the Park District.

Essential Functions:

- 1) Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.
- 2) Oversees and is responsible for the accounting and reporting information systems for the Park District, including Tyler Technologies' MUNIS.
- 3) Administers, troubleshoots, and improves processes related to the MUNIS financial system.
- 4) Maximizes return on MUNIS investment, optimizing its use via technology workflow and data integrations.
- 5) Enhances existing reporting functions in MUNIS, including but limited to data analytics and exporting of data for further clarification and analysis.
- 6) Serves as the end-user point person for point-of-sale, payment gateway, and merchant processing system interfaces with MUNIS (such as ticketing systems, Square, Elavon, Converge, Tock, Fareharbor, Windcave, et. al.).
- 7) Serves as MUNIS point person for HRIS and payroll system interfaces.
- 8) Serves as MUNIS point person for banking, procurement card, and smart safe systems interfaces, including but not limited to setting up file transfers, either automatic or manual, and utilizing other import/export utilities.
- 9) Primary resource and point of contact for Park District MUNIS-related inquiries or needs.
- 10) Assesses financial information systems performance and results via benchmarking and auditing.
- 11) Enhances financial information systems results by identifying opportunities, developing application strategies, and implementing project plans and industry best practices.
- 12) Supports the Information Technology Services department in all matters relating to MUNIS.
- 13) Finds and implements process automation opportunities.
- 14) Supports all financially related systems and interfaces, as needed.

Other Functions:

- 1) Keeps direct supervisor promptly informed of key/significant issues or concerns.
- 2) Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- 3) Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service trainings, and certification programs)
- 4) Performs related duties as assigned or apparent.

Qualifications:

- Bachelor's Degree in Business, Finance, Accounting, Information Technology, Computer Science, or a related field required. Minimum of five years of experience in financial system analytics, including supervisory experience; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid driver's license under the laws of the State of Ohio.
- Understanding of general accounting and financial concepts, processes, and best practices.
- Ability to break down business/accounting processes into logic and functional requirements.
- Ability to support any accounting-related aspects of Accounting related systems such as MUNIS and related interfaces.
- Proficiency in project management.
- Proficiency in financial management systems such as Munis (Tyler), SAP, or Oracle.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely, and persuasively using correct grammar, spelling, and punctuation, including communicating in one-on-one or group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Management skills and strong business acumen, including problem-solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making, and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs; advanced skills in Excel.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.

Salary: \$59,935 - \$74,919 Annually

Work Schedule: Office hours plus evenings and weekends as needed.

Filing Deadline: Open until filled

To Apply: Please visit our career site at www.clevelandmetroparks.com or copy and paste the following link into your web browser:

https://recruiting.adp.com/srccar/public/RTI.home?c=1151751&d=ExternalCareerSite&r=5000670226006&_fromPublish=true#/