Downloaded from <https://www.velvetjobs.com/job-descriptions/applications-administrator>

# Example of Applications Administrator Job Description

Our company is growing rapidly and is looking to fill the role of applications administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for applications administrator

* Working closely with the Finance Department in supporting the data flows from our source systems to the Accounting System
* Resolve data inconsistency issues in a timely manner
* Research and trace financial transactions as required
* Provide design and database development requirements for Finance projects
* Testing of new implementations for processes and projects as it relates to the finance department
* Create, design, implement reporting requirements
* Provide guidance and support for Accounting System (Great Plains) users
* A first responder to emergency production issues
* Ability to dive deeply into application performance, diagnose problems and suggest solutions
* Actively engaged in the tactical operational needs of business units in researching and problem solving

## Qualifications for applications administrator

* Experience with VeriFone pin pad devices highly desired
* 2+ years’ experience creating automation to assist with code deployments, configuration changes, daily application administration and problem resolution using PowerShell or Linux scripting
* Experience with migrating applications from 2003 to 2012/2008 R2 is preferred
* 1+ year automation of administrative tasks using scripting languages such as PowerShell or bsh
* Tivoli technology ITM6, IEM, ITCAM, Netcool/Omnibus knowledge
* UNIX/Linux/Windows basic skills and good general IT literacy