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# Example of Financial Administrator Job Description

Our growing company is hiring for a financial administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial administrator

* Assists with budget projects
* Maintain the essbase application on an on-going basis
* Translate functional requirements into sustainable technical solutions
* Identify and implement leading practices designed to extract value out of the application
* Lead the integration of additional sources to manage data (new applications, ledgers)
* Manage the integration between DRM and applications
* Develops and maintains documentation such as design documents, admin guides, etc
* Serve as account manager for assigned sponsored, state, GTRC and foundation projects
* Receive, review, and verify sponsored project receipts
* Review and process p-card charge transfers

## Qualifications for financial administrator

* Some form of administrative or bookkeeping background would be beneficial
* Construction expereince preferred
* Work experience in Oracle EBS, OBIEE, Essbase, and ETL tools
* Vast experience with designing and developing essbase applications
* Deep understanding of multi-dimensional and relational data sources
* Experience with SQL databases and processes