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# Example of Financial Systems Administrator Job Description

Our company is growing rapidly and is looking to fill the role of financial systems administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial systems administrator

* Manage environment migrations with the Internal IT Finance support team
* Assist with troubleshooting hardware and infrastructure issues and optimization of system performance
* Cross-train with other members of the Financial Systems Administration team to perform basic admin tasks to ensure business continuity
* Business Analysis and Project Support
* Responsible for the configuration and maintenance of the USSOCOM POM and Budget financial application suite, using Hyperion Enterprise Performance Management 11g, Oracle Public Sector Planning and Budgeting 11g and Essbase 11g
* Perform data integration, data quality and standardization of data to ensure Standard Fiscal Information Structure (SFIS) compliance
* Create and maintain a robust suite of dashboards and interactive reporting capabilities based on current data in Hyperion using Oracle Business Intelligence Enterprise Edition (OBIEE) 11g/12c, historical information contained in the data warehouse to empower users to employ the data in the most meaningful ways for their needs
* Assist in converting legacy applications, processes and business rules into more modern, highly scalable, flexible, and robust IT solutions that will be the next generation Planning, Programming, Budgeting and Execution system Master Data Repository for the Hyperion applications
* Compile and install all software deliveries and conduct formal testing of software upgrades
* Participate in Configuration Management meetings to provide inputs on current Financial Systems issues, problems or concerns identify any new system configuration requirements and identify critical periods that shall require the PPBES MIS or other systems to be fully operational

## Qualifications for financial systems administrator

* Possess a Business and IT background with project management experience
* Excellent troubleshooting ability and problem solving skills
* Requirements elicitation skills – recognition of vague, weak and ambiguous requirements
* Able to identify and close gaps and inconsistencies with clarity and detail
* 5+ years of analytical accounting/finance experience is helpful, Bachelor degree
* Minimum 5 years of Financial Systems Experience, required with Hyperion, Oracle and PeopleSoft products