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

# Example of Financial Systems Administrator Job Description

Our company is growing rapidly and is looking for a 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

* Provide monthly status reports by the 10th business day of each month
* Prepares documentation on financial application processes and procedures, maintains documentation to include any updates or changes to processes
* Administer access to the Government client’s Financial Management Systems (FMS)
* Provide technical support for all FMS related issues, including training the FMS user community to ensure the efficient and effective use of the system
* Interact with technical support team and vendors to schedule upgrades, modifications and required maintenance
* Develop, document, and enforce the standards, security procedures, and controls for access to ensure integrity of the FMS system
* Work with the Infrastructure team to design, implement, and periodically test the FMS backup and recovery procedures
* Analyze current and projected future FMS performance requirements
* Maintain knowledge of relative technology developments through training courses, seminars, and publications
* Monitors, analyzes and troubleshoots systems and data to ensure the system performs as designed

## Qualifications for financial systems administrator

* Must be able to obtain a SECRET or TOP SECRET security clearance
* Must be able to integrate well with existing IT Support personnel
* Must have at least 5+ years of hands-on Oracle ERP Development & Administration experience
* Provides proactive monitoring and management of existing systems and identifies changes and potential problem solutions
* 10 years relevant experience with relational database management systems, at least 3 within the IC
* Demonstrated 3+ years’ experience administering SQL server or Oracle databases