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# Example of Financial Systems Administrator Job Description

Our innovative and growing company is hiring for a financial systems administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial systems administrator

* Collaborate with Internal Audit to research and document any systems/processes related to policies, standards and SOX requirements
* Develop a strong knowledge of other company ERP system(s) in order to effectively utilize platform capabilities for the purpose of system integration
* Support users of the Financial Systems (Hyperion Financial System, Essbase, Financial Data Quality System, and Data Relationship Manager) with special emphasis around month end close, forecasting and planning
* Provision / Deprovision users in Essbase Shared Services based on operating procedures
* Develop / Update security groups and roles as required to meet business objectives
* Support end-users on data loading through FDM during month end close
* Worke with users to resolve a variety of customer issues for forecasting/planning and General Ledger
* Customer support and aptitude for complex problem solving and willingness to learn
* Strong verbal and written communication skills for informing end uses of planned and un-planned system outages
* Document and enforce application standards and procedures for Oracle, SAP and iScala for General Ledger

## Qualifications for financial systems administrator

* Strong interpersonal, documentation and communications skills
* EOne SmartList Builder
* GP Fixed Assets Module
* Paramount Workplace
* Adaptive Insights
* Working knowledge of MS Windows Servers, Active Directory