

SAP PROJECT COORDINATOR (FINANCE)

DEFINITION

Coordinates, organizes, and supervises the work of an assigned SAP team in the areas of finance, budgeting, materials management, and project systems, develops and designs appropriate business processes in conjunction with functional managers, and personally performs the more complex professional work of the team.

TYPICAL DUTIES

- Coordinates and supervises the activities of an assigned SAP team in the areas of financial, budgeting, material management, and project systems to meet project needs, priorities, and deadlines.
- Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.
- Analyzes and evaluates complex technical accounting work methods, procedures, controls, and information and documentation systems and develops and designs new rules and procedures related to general accounting, accounts receivable/payable, specially funded, inventory, enterprise accounting, budget planning, formulation, and management, and procurement activities in conjunction with functional managers.
- Obtains buy-in from business process owners and end-users on proposed new business processes or changes to existing ones.
- Defines and documents SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project system processes and transactions in support of processes defined by functional unit process owners.
- Performs functional configuration tasks and tests the functionality of SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules from the development phase to production.
- Applies functional knowledge to design and customize workflow systems that provide seamless integration for SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules.
- Interfaces with users to interpret and clarify complex functional configuration details and process change requirements involving SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules.
- Prepares and communicates regular project status reports with project stakeholders and business process owners.
- Evaluates the operational effects of applications software.
- Reviews and evaluates project deliverables and timelines including contractor and project team performance.
- Acts as a liaison between departmental end-users and programming staff in the analysis, design, functional configuration, testing, and maintenance of complex SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules to ensure optimal system performance.
- Tracks and documents changes in complex functional and business specifications and writes detailed procedures that can be easily understood by end-users.
- Identifies opportunities for improving business processes in partnership with process owners and management through information systems.

TYPICAL DUTIES (Cont.)

Analyzes the feasibility of and develops requirements for new systems and enhancements to existing systems and ensures that the system design fits the needs of the users.

Identifies business user needs, develops action plans, identifies deliverables, and presents results.

Provides technical assistance in training, mentoring, and coaching professional and technical staff on complex matters related to assigned area.

Maintains effective and cooperative working relationships with process owners, District staff, project consultants, and vendors.

Provides post implementation support by serving as a liaison to process owners, colleges, and end-users to troubleshoot system problems and authorize access for new users.

Writes reports, correspondence, documentation, and presentations containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for financial systems.

Trains users and support training in the usage of SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project system functionality.

Reviews and approves consultant/contractor billings.

Assigns and reviews the work of assigned staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Project Coordinator (Finance)** coordinates, organizes, and supervises the work of an assigned SAP team engaged in analyzing and defining SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems functions, processes, and user needs, performing functional configuration and maintenance tasks for SAP financial/material management and project systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Incumbents in this class are not required to perform technical programming duties.

An **SAP Business Analyst (Finance)** analyzes and defines SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems functions, business processes, and user needs and performs functional configuration and maintenance tasks for the District's SAP financial/material management and project systems modules according to operational needs. Incumbents in this classification use SAP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems and are not required to perform technical programming duties.

An **SAP/ERP Manager** plans, defines, and develops, SAP/ERP systems strategies and standards, and coordinates, manages, and reviews the work of assigned SAP/ERP production support and project teams engaged in analyzing and defining assigned SAP/ERP systems functions and business processes and user needs, configuring, and maintaining SAP/ERP systems modules, and validating the systems design. Systems modules include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Project Systems, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, SAP HP Quality Assurance, SAP Business Warehouse, SAP Portal (ESS and MSS), and ERP student systems modules.

SUPERVISION

General supervision is received from an SAP/ERP Manager. General supervision is exercised over professional staff assigned to the team.

CLASS QUALIFICATIONS

Knowledge of:

Principles of SAP Financial systems modules with an emphasis on Finance, Budget Control System, and Funds Management
Principles of SAP Material Management modules with an emphasis on Procurement, Accounts Payable, and Inventory Management
Principles of SAP Planning Budget and Formulation system module
Principles of SAP project systems
Principles and techniques of systems analysis, functional configuration, and testing
Methods of developing operational process specifications
Characteristics and capabilities of state-of-the art technology in financial, budgetary, and material management information processing
Principles and practices of accounting, procurement, financial, and budgetary reporting
Industry and professional standards for business systems, procedures, and methods within the areas of finance, budgeting, accounting, procurement, and material management
Federal, State, and local laws, ordinances, codes, and regulations related to financial, budgetary, and material management information processing
Principles and practices of project management
Principles of work simplification and modification
Principles of organization and management
Principles of program documentation
Principles of report, screen, and form design
Principles of supervision, team building, and training

Ability to:

Coordinate, organize, and evaluate the work of an assigned team
Analyze and develop improvements to existing manual and computerized operational procedures involving financial, budgeting, and material management information processing
Design, develop, and document complex operational and technical processes, functions, and procedures involving SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules
Performs functional configuration, modification, and testing tasks involving complex components of SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules
Analyze complex business problems involving SAP Financial, SAP Material Management, SAP Planning Budget and Formulation, and project systems modules and develop appropriate solutions
Express difficult and complex concepts clearly and concisely both orally and in writing
Write clear and comprehensive reports, instructions, and training materials
Write clear and logical documentation

Ability to: (Cont.)

Anticipate conditions, plan ahead, establish priorities, and meet project schedules
Review and evaluate detailed project management plans and project progress
Review and evaluate project deliverables
Interpret and apply applicable rules, laws, and procedures to financial, budgetary, and material management operations
Provide technical assistance to users and staff
Act independently and promptly to situations and events
Motivate, direct, train, and develop others
Stimulate teamwork and promote cohesiveness to achieve team and project goals
Establish effective working relationships with administrators, staff, project consultants, and vendors
Analyze and interpret technical materials accurately and effectively in written communications, reports, and presentations
Train system users effectively
Implement quality assurance efforts for software use and design
Stay abreast of current trends and technical advancements in the areas of financial, budgeting, material management, and project systems
Present and lead discussions on SAP functionality as it relates to current operational needs
Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in finance, accounting, business administration, public administration, computer information systems, management information systems, or a related field.

Experience:

Three years of recent full-time paid professional-level experience in the functional configuration, modification, or maintenance of SAP Financial and SAP Material Management systems. Supervisory experience is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days after appointment.
Access to an automobile.