

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Database Administrator for Financial System

**REPORTS TO:** Supervisor of Data Processing

**JOB SUMMARY:** Administers and maintains core financial information system. Conducts setup and maintenance of backup and recovery procedures of financial information system. Creates financial data reports and makes reports available to end-users.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Administers and maintains core financial information system purchased from software vendor.
2. Collects data from internal and external sources to incorporate same in core financial information system as necessary.
3. Backs-up and recovery procedures related to core financial information system.
4. Troubleshoots and corrects problems and/or errors related to core financial information system.
5. Updates and/or replaces hardware and software as necessary to increase performance, efficiency, and/or security of core financial information system.
6. Develops reports on district data contained in core financial information system.
7. Meets with administrators, teachers, support staff, and any other end-users to discuss needs, problems, and/or concerns regarding core financial information system.
8. Meets with vendors to discuss hardware and/or software products and review products regarding core financial information system.
9. Assists the Supervisor of Data Processing in budget development to support hardware and software used in running core financial information system.
10. Controls end-user access to data regarding core financial information system.
11. Performs other duties as assigned by Supervisor of Data Processing.

**QUALIFICATIONS:** Three or more years work experience with relational database systems or computer programming; experience with using SQL statements for data manipulation and extraction; experience in working with accounting and payroll systems; knowledge of various computer technology hardware and software; experience with an educational institution or related experience; and two-year or four-year degree in computer programming, accounting, or related field.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 10 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss level position; 12 month classification. Cabinet Code – T.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

7/10/06-bac