

## Job Description

**Job Title:** Senior ERP Systems Analyst  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** Supervisor of Budget  
**Pay Grade:** 41  
**Contract Length:** 245 Days

### **Job Summary**

This position will act as lead in the development of data analytic dashboard applications and reporting to support the financial and administrative initiatives necessary to improve efficiencies and effectiveness, reduce operational costs, ensure regulatory compliance and minimize risk. Position leads in full systems development life cycle activities including implementation/post implementation, analysis, system design and configuration, data conversion, technical and functional testing, documentation, process improvement and maintenance of the ERP application system. Position is responsible for providing ERP team leadership and technical guidance to less experienced ERP Systems Analysts and ERP system functional leads to ensure accurate, efficient and effective use of ERP applications. Provides subject matter expertise for specific areas, applications or technologies` while developing and maintaining financial and HR/Payroll system security. This includes maintaining internal control measures to protect the school board's financial reporting data integrity and division assets. This position leads the support of critical system processes such as vendor, payroll check processing, ERP system module setup changes, vendor table updates, role-based security, moves, adds, changes and division benefit and salary update procedures. This position coordinates the financial system yearend close processes and performs data analysis of ERP transactions in support of internal or external audit function and system usage forecasting.

### **Essential Duties**

1. Provide ERP team leadership and technical guidance to less experienced ERP Systems Analysts and ERP system functional leads to ensure accurate, efficient and effective use of ERP applications.
2. Work with other technical staff and end users to help identify application functionality, development approaches and possible enhancement recommendations.
3. Install ERP system service packs/upgrades via Tyler Deploy.
4. Coordinate with Tyler forms staff and functional leads to test changes to AP or Payroll checks and advice or Purchase Orders forms changes. Install new forms into production environment.
5. Monitor Tyler Support ERP System retirement/release schedule and system updates to include major system upgrades.
6. Lead and coordinate the functional area testing of application upgrades and system updates. This includes development and execution of functional and technical test plans, test scenarios, test scripts, test data files.
7. Train other ERP systems analysts and technical staff on current ERP applications and procedures.
8. Design and maintain financial system and Capital improvement dashboard application solutions required to support changing needs of the division.
9. Provides subject matter expertise for specific areas, applications or technologies` while developing and maintaining financial and HR/Payroll system security. This includes maintaining internal control measures to protect the school board's financial reporting data integrity and division assets.
10. Coordinate the financial system soft and hard close. Ensuring proper order and execution of system processes end processing.
11. Leads the support of critical system processes such as vendor, payroll check processing, ERP system module setup changes, vendor table updates, role-based security, moves, adds, changes and division benefit and salary update procedures.
12. Maintain and continually improve data design, delivery and optimization within the ERP system functional modules and all of its related interfaces.
13. Convert, standardize, normalize, and map dashboard data in accordance with industry-standard database and data dashboard standards and best practices.
14. Evaluate and prioritize user requests for enhancements to ERP application system modules to include impact

- analysis, risk assessment, acceptance and rejection of requests.
15. Design and implement customized system functionality to ensure the system reflects all NNPS school and department processes and reflects state/federal reporting requirements.
  16. Evaluate changing reporting needs and provide new reporting designs and application enhancements recommendation for end users.
  17. Perform data analysis of ERP transactions and/ or ERP metrics in support of internal or external audit function and system usage forecasting.
  18. Models nondiscriminatory practices in all activities.
  19. Maintains an up to date knowledge of rapidly changing computer technology.

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Perform any other related duties as assigned by the Supervisor or other appropriate administrator.

### **Minimum Qualifications:**

Must possess a Bachelor's degree in computer science, computer programming, statistics or a related field and/or 10 years or more of related field and considerable related experience working in a relational database applications development position within a large scale, multi user environment; and any equivalent combination of education, and current certifications that would provide the noted knowledge, skills, and abilities. Experience with successful deployments of web applications preferred. Experience with C# programming preferred. Familiarity with student information management software preferred. Must possess extensive computer programming troubleshooting and systems engineering/design skills and an extensive working knowledge of the principles, practices, and techniques of relational database design, SQL, and database applications development/support. Must possess strong analytical skills used to identify and resolve problems. Must be able to communicate in a clear and concise manner. Must be able to successfully work with a variety of teams. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel. Must possess the ability to train others.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Budget Supervisor

***This job description in no way states or implies that these are the only duties to be performed by this employee. Senior ERP Systems Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Budget. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

08/2025