



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Business Systems Analyst (Finance)**

Job Family: **Professional**

Prepared/Revised Date: **February 1, 2026**

FLSA Status: **Exempt**

Pay Range: **Schedule A/P, Grade N**

Job Code: **32416**

SUMMARY: Responsible for serving as a senior technical and functional lead for assigned Finance business systems, including the ERP and integrated financial platforms. Provide high-level system governance; ensure ongoing system availability, reliability, and security; and oversee the design, implementation, and optimization of financial system functionality, integrations, and reporting. Lead complex finance-focused, cross-departmental projects, guide system administrators and technical staff, and ensure the district's financial systems and processes support efficient operations, regulatory compliance, and strategic organizational goals. Requires a deep understanding of Finance processes and practices, including accounting, payroll, budget management, reporting requirements, and other core financial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Platform Governance, Architecture, and Strategic Oversight
 - a. Serve as the primary functional and technical authority for assigned Finance business systems and/or modules within the systems, including interfaces and related tools.
 - b. Establish and maintain system governance practices including configuration standards, documentation protocols, integration frameworks, and security models.
 - c. Facilitate and manage the design, development, testing, and implementation of system enhancements, integrations, interfaces, workflows, and web applications.
 - d. Evaluate system functionality, identify optimization opportunities, and lead initiatives to improve performance, user experience, data accuracy, and process efficiency.
2. Platform Administration Oversight and Operational Reliability
 - a. Oversee system monitoring processes to ensure integrity and availability of platforms, including key jobs, automations, workflows, integrations, file exchanges, and scheduled tasks.
 - b. Ensure appropriate disaster-recovery planning, system controls, and user access frameworks, are developed, documented, and maintained in alignment with IT requirements.
 - c. Lead upgrade planning and execution, including test plan governance, user acceptance criteria, change documentation and communication strategies.
 - d. Oversee the development and maintenance of system documentation, including configuration records, workflows, process diagrams, and system support materials.



3. Business Process Analysis and Cross-Functional Collaboration
 - a. Lead complex analysis of Finance business processes to identify needs, inefficiencies, and improvement opportunities. Document requirements, and design enhanced workflows aligned with best practices.
 - b. Collaborate extensively with IT to plan and implement technology solutions, integrations, and platform architecture improvements.
 - c. Collaborate extensively with other Business System Analyst(s) and Finance Platform Administrator(s) in day-to-day platform maintenance, troubleshooting and technical issue resolution and ensure timely responses in alignment with service-level expectations.
4. Reporting, Data Management, and Compliance
 - a. Oversee the creation, maintenance, and governance of system reports, data models, reporting tools, dashboards.
 - b. Ensure accuracy and timeliness of mandatory reporting, including the development of related reports, processes, and validation controls.
 - c. Lead data analysis efforts and ensure that reporting and data solutions are designed to meet departmental and district-wide needs.
5. Project Leadership
 - a. Champion project management methodologies, facilitate project planning workshops, monitor adherence to project methodologies, mentor teams on best practices and ensure consistent application of project standards across Finance initiatives.
 - b. Own project lifecycle management for complex, multi-system, multi stakeholder projects including but not limited to developing and managing project plans, risk assessments, schedules, milestones, resource planning, and communication strategies.
 - c. Ensure systems and projects meet service-level objectives and align with district strategic priorities.
6. Professional Development and Best Practices
 - a. Stay current on ERP, system integration, business intelligence, and K-12 finance system best practices through research, trainings, and networking.
 - b. Assess emerging technologies and recommend adoption strategies where appropriate.
7. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Computer Science, Information Systems or related field
- Minimum five years of experience in working directly with the major functional finance business systems in a large organization, as well as responding to the specific business management and data analysis issues associated with this environment
- Demonstrated experience performing system analysis duties with complex public sector business software strongly preferred
- Demonstrated experience performing business system analysis and software platform management duties in a large public-school district strongly preferred



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Interpersonal relations skills
- Customer service skills
- Analytical, mathematical, and statistical skills
- Advanced organizational, time management, and attention to detail skills
- Skill in Transact SQL using SQL Server, including producing complex ad-hoc queries and the ability to import and manipulate data
- Knowledge of C#, VBScript, HTML5, CSS3, XML, XSL, JavaScript
- Strong knowledge of Microsoft Office365 Suite, especially Excel
- Knowledge of various business intelligence tools, including Power BI
- Knowledge of .NET framework and SQL Server Integration Services
- Knowledge of .NET web forms and MVC
- Knowledge of Windows 10, Windows Server 8 & 12
- Knowledge of Windows Server Internet Information Services
- Knowledge of BusinessPLUS preferred
- Advanced report writing skills and understanding of relational databases
- Advanced project management skills
- General application development skills
- Strong ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to follow written documentation
- Ability to interact professionally with managers, developers, and subject matter experts
- Ability to work independently with minimum supervision as well as work and be a part of a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director-Finance or Accounting Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	