



**SCOTT COUNTY (IA)**  
 Human Resources Department  
 Administrative Center, 600 W. 4th St.  
 Davenport, IA 52801-1030

<http://www.scottcountyiowa.com/hr/>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 ERP and Budget Analyst**

*An Equal Opportunity Employer*

**SALARY**

\$27.63 - \$38.08 Hourly    \$57,470.40 - \$79,206.40 Annually

**OPENING DATE:** 12/28/21

**CLOSING DATE:** 01/19/22

**THE POSITION**

Under limited supervision, the Enterprise Resource Planning (ERP) and Budget Analyst reviews, analyzes, and evaluates business procedures and problems, compiles data, proposes solutions, identifies software bugs or modifications, and formulates the proper solution with IT support or other support. Performs budget analysis for departments, reviews and compiles budgeting for outcome indicators to prepare quarterly and annual budget reports, and reviews and assesses accounts, trends, and outcomes of budget dollars.

\$27.63/hr - \$32.04/hr to start depending on qualifications.

**JOB RESPONSIBILITIES**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

Supports, assists, and provides exceptional analysis for ERP and Electronic Content Management (ECM) users operating various software and resolves problems; understands all functions of modules for Financial Management (FM), Human Resources (HR), Payroll, Accounts Payable, Budget, Rev Collections, Miscellaneous Billing, and other reports; analyzes business procedures and problems, compiles necessary data to solve the issue, proposes a solution, and documents software bugs.

Serves as budget analyst for assigned departments and authorized agencies; identifies issues, options, and projected outcomes and makes recommendations for all departments and authorized agencies; assists in the preparation of annual budgets for Administration and the Board of Supervisors.

Assigns and maintains general ledger accounts and cost centers, capital and grant project numbers, payment codes and billing codes; analyzes accounts and identifies need for change and review for further analysis for Budget Administrative Services Director; assists and supports department managers and supervisors in preparing budget estimates and proposals and conducts research and analysis on proposed programs or other factors affecting budget requirements.

Identifies and determines areas where change, use, or increased use of the ERP and ECM system would provide additional speed, accuracy, or efficiency; creates, customizes, designs, and updates Business Analytic reports based on requests and need of users, and prepares and modifies imports for needed processes.

Coordinates and facilitates testing for annual upgrades to software system, year-end upgrades, and weekly patches and updates; organizes testing with multiple departments, documents testing, offers problem solving and specialized knowledge.

Prepares quarterly and annual budget reports; collects, compiles, and analyzes the Budgeting for Outcome Indicators report and identifies any issues with projected outcomes; coordinates, trains, and monitors the development and performance of budget analysts.

Supports grant coordinators in reporting requirements; reconciles federal grants within the ERP system; maintains and provides project level assignments and compiles data for annual Schedule of Federal Awards report.

Attends and participates in user to provide users with updates, make recommendations, and receive feedback regarding current and future projects or needs.

Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.

Performs related duties as assigned.

## **STANDARDS FOR INITIAL CONSIDERATION**

### **Education, Training, and Experience Guidelines:**

Bachelor's degree in business administration, public administration, social services, political science, education or a related field; AND three (3) years of accounting and financial experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

General office policies, procedures, and equipment.

Problem resolution methods and practices.

ERP and ECM user work processes.

Budget development, implementation, and monitoring practices.

Finance, HR, payroll, and accounts payable procedures and modules.

Applicable local, State, and Federal laws, codes, regulations, and ordinances.

### **Skill in:**

Preparing and presenting clear and concise reports.

Prioritizing and organizing work to meet deadlines.

Using word processing, spreadsheet, pivot tables and presentation software with a high level of proficiency.

Maintaining confidentiality.

Establishing and maintaining cooperative working relationships.

Communicating effectively verbally and in writing.

**SUPPLEMENTAL INFORMATION**

**License and Certification Requirements**

None.

**Physical Demands and Working Environment:**

Work is performed in a standard office environment with limited exposure to adverse conditions.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.scottcountyowa.com/hr/>

OR

Administrative Center, 600 W. 4th St.  
Davenport, IA 52801-1030

EXAM #01336  
ERP AND BUDGET ANALYST  
VW