HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Workday Finance Functional Administrator

Job Code: U8760
Pay Grade: UF
Pay Scale: $67,008.58-$100,512.88 Annually
Exempt: Yes

OVERVIEW

This advanced-level role within the Financial Services Division (FSD) provides employee support, configuration, and maintenance for the following products: Financial Management (FIN), Payroll (PAY). Team members within are responsible for administering and optimizing the Workday functional areas and processes related to financial management, payroll, absence, time tracking, and scheduling.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide advanced end-user support and assist with user inquiries and provide guidance on FIN/PAY processes including, but not limited to, general ledger, accounts payable, accounts receivable, asset management, payroll, inventory, procurement, absence, time tracking, scheduling, and FIN/PAY-related reporting.
- Troubleshoot issues and escalate unresolved issues to the next level ERP Financial Services team member.
- Serve as Subject Matter Expert (SME) for FIN/PAY product administration including configuration, maintenance, and user support.
- Provide advanced research, analysis, and testing for both reported issues and new functionality within FIN/PAY.
- Lead FIN/PAY and cross-functional enhancement projects providing expertise, requirements gathering, testing, and implementation support.
- Coordinate with vendors and consultants, as needed, to support system upgrades or additional functional area implementations.
- Monitor FIN/PAY integrations, troubleshoot integration issues, and coordinate with functional area owners/users to resolve any FIN/PAY-related problems.
- Collaborate with internal FSD stakeholders to understand business requirements; translate those requirements into FIN/PAY configurations and workflows that align with Information Technology (IT) business requirements; and ensure that resulting processes and data comply with regulatory requirements, accounting standards, and internal controls.
- Collaborate with cross-functional teams (e.g., Human Resources, IT Security, Risk Management) to identify areas of improvement, streamline processes, and automate manual tasks.
- Conduct data audits and implement data quality measures to maintain FIN/PAY data integrity to ensure accurate and up to date data elements (e.g., chart of accounts, vendor information, customer information, fixed assets).
- Collaborate with internal and external auditors to facilitate audits and address any audit findings related to FIN/PAY systems and processes.
- Collaborate with IT to develop and maintain FIN/PAY reports, dashboards, and key performance indicators (KPIs) to provide timely and accurate financial information to management/stakeholders.

- Create and maintain standard and ad-hoc reports, analytics, and performance measurement tools to support FSD stakeholder data-driven insights and decision-making.
- Stay up to date with new Workday features and functionality evaluating their potential benefits and implementing relevant updates to enhance FIN/PAY performance and user experience.
- Support data migration projects including data extraction, cleansing, and loading activities.
- Create and maintain training materials and documentation to assist users in maximizing the capabilities of FIN/PAY.
- Provide training and guidance to end-users on the utilization of FIN/PAY functionality, self-service features, and best practices.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Strong understanding of financial processes and practices in the public sector.
- Working knowledge of management methods, techniques, and practices.
- Proficiency in report writing and analytics within Workday.
- Ability to take ownership of an aspect or task on a project with little to no assistance.
- Ability to translate business requirements into system configurations.
- Ability to maintain a detail-oriented focus on data accuracy and quality with an understanding of the importance of financial data privacy and security in the public sector.
- Ability to troubleshoot system issues effectively with an understanding of the unique challenges of the public sector.
- Ability to mentor team members.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- Ability to work independently and as part of a team.

SKILLS

- Workday Financial Management
- Workday Software
- Accounting
- Accounts Payable (AP)
- Payroll Administration

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Completion of three of the following Workday foundation training courses: Business Process Fundamentals, HCM Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.
- Completion of two of the following Workday courses related to advanced skills: Advanced Reporting and Analytics, Calculated Fields, Composite Reporting Fundamentals, Customer Accounts & Customer Contracts, Financial Accounting, Inbound EIB Integrations, Supply Chain Management (SCM).

- Six years of experience in data analysis.
- One year of program/project management experience.
- One year of end-user experience with Workday within a FIN/PAY functional area (e.g., Core Financials/Financial Accounting, Budgets, Expenses, Grants, Inventory, Procurement, Payroll, Absence, Time Tracking, Scheduling).

OR

- An associate degree from an accredited institution of higher education with a major in finance, accounting, business administration, public administration, information technology, or a related field.
- Completion of three of the following Workday foundation training courses: Business Process Fundamentals, HCM Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.
- Completion of two of the following Workday courses related to advanced skills: Advanced Reporting and Analytics, Calculated Fields, Composite Reporting Fundamentals, Customer Accounts & Customer Contracts, Financial Accounting, Inbound EIB Integrations, Supply Chain Management (SCM).
- Four years of experience in data analysis.
- One year of program/project management experience.
- One year of end-user experience with Workday within a financial functional area (e.g., Core Financials/Financial Accounting, Budgets, Expenses, Grants, Inventory, Procurement, Payroll, Absence, Time, Scheduling).

OR

- A bachelor's degree or higher from an accredited institution of higher education with a major in finance, accounting, business administration, public administration, information technology, or a related field.
- Completion of three of the following Workday foundation training courses: Business Process Fundamentals, HCM Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.
- Completion of two of the following Workday courses related to advanced skills: Advanced Reporting and Analytics, Calculated Fields, Composite Reporting Fundamentals, Customer Accounts & Customer Contracts, Financial Accounting, Inbound EIB Integrations, Supply Chain Management (SCM).
- Two years of experience in data analysis.
- One year of program/project management experience.
- One year of end-user experience with Workday within a financial functional area (e.g., Core Financials/Financial Accounting, Budgets, Expenses, Grants, Inventory, Procurement, Payroll, Absence, Time, Scheduling).

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- One or more of the following Workday Pro FIN/PAY-related certifications including, but not limited to, Financials; Contracts to Cash, Procure to Pay, Record to Report, Integrations Administration, Supply Chain Management, Absence, Payroll for the U.S., Time Tracking; Financials Reporting, and/or Reporting.
- Experience with government accounting standards and regulations.
- Experience with financial data analysis and/or reporting.
- Experience with data migration and integration projects.
- Experience with system troubleshooting and problem-solving.
- Experience with providing user support and training.