

Workday Finance Functional Analyst

Job Code: W0141
Pay Grade: WO
Pay Scale: \$28.77-\$45.92 Hourly; \$59,841.60-\$95,513.60 Annually
Exempt: No

OVERVIEW

Enterprise resource planning (ERP) Financial Services team members within the Financial Services Division (FSD) are responsible for administering and optimizing the Workday systems and processes. This intermediate-level role provides employee support, configuration, and maintenance for the following systems: Financial Management (FIN), Payroll (PAY).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide end-user support and assist with user inquiries and requests.
- Troubleshoot issues and escalate unresolved issues to the next level ERP Financial Services team member.
- Assist with FIN/PAY administration, including configuration, maintenance, and user support.
- Provide advanced research, analysis, and testing for both reported issues and new functionality within FIN/PAY.
- Participate in FIN/PAY and cross-functional enhancement projects providing financial expertise, requirements gathering, testing, and implementation support.
- Monitor FIN/PAY integrations, troubleshoot integration issues, and coordinate with functional owner/users to resolve any FIN/PAY-related problems.
- Collaborate with internal FSD and Information Technology (IT) teams to ensure systems are effectively aligned with IT business requirements and that financial processes and data within Workday 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.
- Assist in conducting data audits and implementing data quality measures to maintain FIN/PAY data integrity to ensure accurate and up to date financial 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 financial reports, dashboards, and key performance indicators (KPIs) within FIN/PAY to provide timely and accurate financial information to management/stakeholders.
- Assist in creating and maintaining custom reports, analytics, and performance measurement tools for FSD stakeholders to provide data-driven insights and support decision-making.
- Conduct financial data analysis including revenue, expenses, budgets, and forecasts to provide insights and support financial decision-making processes.
- Identify trends, patterns, and anomalies in financial data, and recommend actions or improvements based on analysis results.
- Continuously evaluate and improve financial processes and workflows within FIN/PAY systems to enhance efficiency, accuracy, and data integrity.
- 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, SKILLS & ABILITIES

- Working knowledge of financial processes, accounting principles, and financial management practices.
- Knowledge of financial compliance regulations and governance practices.
- Knowledge of Workday Security.
- Proficient in financial data analysis, including the ability to interpret complex financial data and generate meaningful insights.
- Strong analytical skills and attention to detail to identify trends, patterns, and anomalies in financial data.
- Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams and explain financial concepts to non-financial stakeholders.
- Ability to utilize and administer the Workday FIN/PAY including configuration, reporting, and data analysis.
- Ability to provide advanced research, analysis, and testing of reported issues and/or new functionality.
- Ability to prioritize tasks, meet deadlines, and work effectively in a fast-paced environment.
- Ability to work independently and as part of a team.
- Ability to learn new technologies and adapt to change.
- A strong desire to learn and grow in a challenging environment.

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 two of the following Workday foundation training courses: Business Process Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.
- Completion of one 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).
- One year of end-user experience with Workday within a financial functional area (e.g., Core Financials/Financial Accounting, Expenses, Grants Management, Inventory, Payroll, Procurement, Time Off and Leave).
- Three years of experience in financial data analysis.

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 two of the following Workday foundation training courses: Business Process

Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.

- Completion of one 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).
- One year of end-user experience with Workday within a financial functional area (e.g., Core Financials/Financial Accounting, Expenses, Grants Management, Inventory, Payroll, Procurement, Time Off and Leave).
- Two years of experience in financial data analysis.

OR

- A bachelor's 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 two of the following Workday foundation training courses: Business Process Fundamentals, Financial Fundamentals, Leave of Absence Fundamentals, Payroll Fundamentals, Procure to Pay Fundamentals, Report Writer, or Time Off Fundamentals.
- Completion of one 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).
- One year of end-user experience with Workday within a financial functional area (e.g., Core Financials/Financial Accounting, Expenses, Grants Management, Inventory, Payroll, Procurement, Time Off and Leave).
- One year of experience in financial data analysis.

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 uses 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

- A Workday Pro Financials certification or other relevant financial analysis certification(s).
- Experience with government accounting standards and regulations.
- Experience with data migration and integration projects.
- Experience with system troubleshooting and problem-solving.
- Experience with providing user support and training.