



City of Moore

VACANCY ANNOUNCEMENT

Job Title: Financial Technology Support Specialist

Open Date: July 30, 2026

Closing Date: *Internal applications must be received by 11:59 pm August 7, 2026*
External applications will be accepted until position is filled

Pay Rate: \$55,710.40 – 62,766.30 annually (depending on experience)

Job Type: Full-time with benefits

Department: Finance Department – City Hall

JOB SUMMARY

To perform a variety of technical duties that promote effective use of the administrative finance systems and technologies used in the City, and assist in the development and implementation of financial internal control policies and procedures. The incumbent will provide system administration, technical support, troubleshooting, process documentation, and training to users at all levels and across all City departments.

EDUCATION, EXPERIENCE, and LICENSES

- Bachelor's degree in accounting, business, computer information systems, or a closely related field is required
- Two (2) years of experience using basic accounting systems, combined with knowledge of the functional and technical aspects of financial systems software. Experience with Tyler Technologies systems is preferred.

EXAMPLES OF DUTIES

- Assist users with identification and analysis of information needs through research, analysis, and coordination.
- Ensure integration of tech solutions with existing financial processes across departments; plan and coordinate future projects and improvements in existing platforms with vendors.
- Monitor financial system performance to troubleshoot issues and ensure data accuracy and integrity; develop and maintain documentation related to system configuration, workflow, and procedures.
- Assist with software conversions, payroll file uploads, software support and training; plan, research, and coordinate special projects.
- Assist in the preparation of the annual budget and the budget book; perform various accounting and budget duties such as invoicing, special reports, bank reconciliation, and financial data analysis and reporting.

The selected applicant must pass a background investigation and drug test prior to employment and may be required to provide a current driving record.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at
<https://www.cityofmoore.com/departments/jobs>

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Financial Technology Support Specialist

Job Code: TBD
Exempt: No
Department: Finance
Reports To: Finance Director
Location: City Administration Office
Date Prepared: December 1, 2023
Date Approved: January 16, 2024

GENERAL DESCRIPTION OF POSITION

The Financial Technology (FinTech) Support Specialist is responsible for promoting the effective use of the administrative finance systems and technologies used within the City and will assist with query and report development and other independent projects to support financial reporting needs. This position will provide system administration, technical support, troubleshooting, process documentation for users, and training across all City departments.

The position will also assist with the development and implementation of financial internal control policies and procedures, including providing training and instruction to users at all levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist finance system users with identifying and analyzing reporting needs by researching solutions, fulfilling report requests, and working closely with users and the Information Technology Department to ensure reporting needs are met; coordinate with users to analyze and determine hardware, software, and/or system functional specifics. This duty is performed daily, about 45% of the time.
2. Guide users in the correct methods for using the financial systems and technologies available to them including implementation of new or never-used features; respond to requests for assistance from users by responding to inquiries, fulfilling requests, and coordinating system access and authorizations, when appropriate. This duty is performed daily, approximately 15% of the time.
3. Ensure seamless integration of technology solutions with existing financial processes across City departments; plan and coordinate future financial system projects and improvements in accounting software, payment processing platforms, and financial analytics by working with vendors to evaluate, select, and integrate new solutions. This duty is performed as needed, approximately 10% of the time.
4. Monitor finance system performance in order to troubleshoot issues and ensure data accuracy and integrity; develop and maintain documentation related to system configuration, workflow, and procedures. This duty is performed as needed, approximately 5% of the time.
5. Assist with a variety of highly complex administrative functions, including software conversion, payroll file uploads, software support and training, and the planning, research, and coordination of special projects and programs. This duty is performed daily, approximately 15% of the time.

6. Apply and use basic accounting principles and effective communication, time-management, and problem-solving skills to: provide financial system technical support to users; develop financial reports and queries; develop documentation and training; and independently complete special projects and assignments as assigned. This duty is performed as needed, approximately 10% of the time.
7. Assist in the preparation of the annual budget and budget book; perform various accounting and budget duties including invoice creation, special reports, and bank reconciliations; assist with financial data analysis and reporting. This duty is performed as needed, approximately 5% of the time.
8. Operate a variety of office equipment including telephones, computers, copy machines, and facsimile machines; input and retrieve data and text.
9. Receive and respond to incoming calls; screen mail, telephone calls, and visitors; assist citizens and visitors with information.
10. Good attendance is required.
11. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
12. Confidentiality is required.
13. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges their own work, referring only unusual cases to the supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; and also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM-SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Does not supervise.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance with the department of office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in the normal course of

performing duties; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced positions, plus frequent contact with senior-level internal officials (department heads and members of City management).

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, feel, talk, or hear; and occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Technical and statistical report writing
- Policies and procedures of the department
- English usage, spelling, grammar and punctuation
- Principles and procedures for filing documents, including confidential documents
- Pertinent federal, state, and local laws, codes, and regulations
- Office equipment, computers, word processing, database, and spreadsheet applications

Ability to:

- Interpret and explain department policies and procedures
- Enter a variety of data and information into assigned computer programs
- Respond to citizen inquiries with effective interpersonal politeness
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Maintain effective mental capacity which permits making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned equipment
- Establish and maintain effective working relationships
- Exercise good judgment in evaluating situations and choosing an appropriate course of action
- Interpret and apply relevant laws, ordinances, policies, and procedures
- Establish and maintain effective working relationships with those contacted in the course of business
- Discreetly handle sensitive and confidential information
- Work independently, meet deadlines, and prioritize work

Education and Experience Requirements:

Education:

A bachelor's degree is required with a major in accounting, business, computer information systems, or a closely related field.

Experience:

Two years of documented experience using basic accounting systems, combined with knowledge and use of the functional and technical aspects of financial systems software. Experience with Tyler Technologies systems is preferred.

WORKING CONDITIONS

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to ten (10) pounds.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to ten (10) pounds.

Employee must sit at a workstation for periods of time. Requires tolerance of seated posture for prolonged periods.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into a computer system.

Employee must view a computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation.

Employee must tolerate a working environment with inside controlled temperatures.

Employee may be required to travel from the office to various sites around the City in a City vehicle.