Position Description

JOB TITLE: Financial Systems Applications Developer

DATE: January 2020

DEPARTMENT: Accounting

FLSA STATUS: Exempt

OFFICE: San Francisco

JOB STATUS: Full Time

REPORTING RELATIONSHIP: Reports to the Financial Systems Administrator.

BASIC FUNCTION: Responsible for the design, development, and support of financial systems, including application development, report writing and publishing via the intranet, and the automated data exchange among financial databases and other databases throughout the Firm. Primary resource for managing, maintaining, and supporting the financial database working with IT Department's DBA and other IT staff as needed.

ESSENTIAL FUNCTIONS include the following. Regular and predictable attendance is an essential function of the job.

- Primary resource for management, development, and maintenance of the firm's financial applications. Works with the accounting management and members of the IT Department to develop applications.

- Designs, creates, maintains, and supports custom programming for financial applications. Develops embedded SQL scripts and stored procedures to improve processes and data. Maintains and manages all customizations, including menu options.

- Develops and manages cost recovery systems to extract cost data from various sources and transfer to accounting database.

- Designs, creates and maintains forms and workflow systems.

- Supports pre-bill and bill format development using Docudraft.

- Provides end users with access to information in database systems. Designs and creates database reports using firm's reporting tools, including Crystal Reports and advanced SQL queries. Publishes reports via intranet.

- Develops and maintains documentation and procedural standards relating to all projects, including SQL databases, intranet, web applications, and custom programming.

- Develop security protocols and establish system structure for security rights.

- Supports all back-end requirements for running Alerts, Report Center, Cost Recovery and publishing reports outside of the department.

- Plans and supervises upgrades for financial applications making appropriate adjustments to customizations and linking databases. Researches, obtains, installs, and tests patches and updates necessary to keep the financial applications current and reliable.

- Monitors financial database logs and creates and monitors DTS packages for data exchange.

- Track, research, report financial system issues, interfacing w/help desk as needed.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills, knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education: Bachelor's Degree and/or advanced technical training preferred.

Experience: Equivalent experience preferably in a law firm.

Knowledge, Skills and Abilities:

- Thorough back-end Aderant Expert knowledge with programming and other functional abilities. Ability to become familiar with front-end Aderant Expert.

- Knowledge of or capacity to learn Microsoft Workflow Foundation within .NET applications.

- Knowledge of and experience with most or all of the following languages and applications: Microsoft SQL Server 2000/2005, Microsoft Access, Crystal Reports, HTML, Javascript, ASP.NET, Microsoft Visual Studio 2005, Microsoft Office automation (VB/VBA), and other tools selected by the firm for similar purposes. Able and willing to learn new languages and applications, as needed.

- Knowledge of and experience with LawPort or the firm's current portal platform. Knowledge of and experience with Windows Sharepoint Services (WSS) 3.0, Microsoft Office Sharepoint Server (MOSS) 2007 and .NET framework.

- Experience with or ability to become familiar with the firm's non-financial SQL database applications for purposes of automated data exchange, including, Interwoven, Interaction, viDesktop, Room Tracker, CompuLaw and Accutrac. Ability to become familiar with new applications implemented by the firm.

- Project management and project leadership skill to effectively organize and move projects forward on time.

- Able to independently create, modify and trouble-shoot database programs and reports.

- Current knowledge of technology developments relevant to law firm operation. Must possess a clear understanding of law firm practice and financial operations.

- Able to manage multiple priorities, follow through on requests, set priorities, and manage time to ensure work is timely and efficiently completed. Able to assume new tasks and responsibilities, and to maintain and update knowledge and skills.

- Able to establish and maintain effective and collaborative working relationships with end-users, peers, management, and outside business partners.

Level: Works under minimal supervision. Exercises high degree of independent judgment and prioritization.

Physical Demands: The physical demands described here are representative of the requirements 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; extensively use a computer keyboard and mouse; reach with hands and arms; talk and listen. The employee is often required to stand, walk, sit, as well as to lift and carry objects such as binders and equipment weighing up to 15 pounds and to occasionally install equipment. The employee may occasionally need to stoop or kneel. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office workstation environment.

SCOPE OF JOB DESCRIPTION AND MODIFICATIONS: This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm's at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm.

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