



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——财务系统管理员岗位

所属部门：财务部

汇报机制:财务部主任

岗位职责：

1. 负责会计一体化平台日常运行管理工作，监督并保证系统运行安全有效，具体包括数据库服务器磁盘空间负载情况、表空间、内存使用等日常巡查监控，服务器访问账号和权限管理，应用系统各种参数配置和修改。
2. 负责与系统销售商（开发商）联系和协作，处理系统版本升级、补丁更新、故障排除等工作，并根据用户需求提出系统优化建议，组织实施系统功能升级。
3. 为系统用户提供技术支持，定期对系统用户进行系统操作培训。支持部门账务处理工作，包含数据提取、报表制作及其他依赖于财务系统的各项工作。
4. 负责数据监控和风险控制，进行财务数据定期备份和备份数据保存，做好系统灾难预防与恢复工作。
5. 与学校其他业务部门就系统对接等方面的工作进行沟通和协调，确保财务数据安全的前提下促进学校数据共享。
6. 领导交办的其他工作。

必备条件：

1. 硕士研究生以上学历，计算机科学、信息管理相关专业；精通 excel, sql, mysql, linux 服务器管理；具备较强的数据分析能力。
2. 英语六级以上，有较强的英语书面和口头表达能力。
3. 较强的沟通能力和组织能力，能和业务部门和外部单位保持良好的协作，抗压能力强。

优先条件：

1. 具有 ERP 系统实施或维护经验者优先
2. 熟悉 Oracle 软件者优先



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Job Description – Financial System Administrator

Department: Office of Financial Services

Report to: Director of Finance

Responsibilities:

1. Conduct daily administration of the financial system to ensure the effective and secure operation of the financial system. Monitor the disk space load, tablespace and memory usage. Manage the user account and access, and conduct system parameter configuration and modification.
2. Act as a liaison with the accounting software providers as assigned, and coordinate with the version upgrade, patch updates, and troubleshooting. Communicate with users for feedbacks, advise on system optimization solution, and coordinate the implementation of system optimization.
3. Provide technical backup to users, and organize operation training sessions for users on regular basis. Support the accounting practice that rely on the financial system, such as data extraction, ad hoc query etc.
4. Responsible for data monitoring and risk control. Conduct data backup. Design and implement system disaster prevention and recovery solution.
5. Communicate with other units of the university with regard to system integration, and facilitate the data sharing without jeopardizing the security of financial data.
6. Other work as assigned by the Director of Finance.

Required Qualification:

1. Graduate degree in computer science, information technology or other relevant majors. Proficiency in Excel, SQL, MySQL and Linux, and strong data analysis skills.
2. CET-6 or equivalent, proficiency in both written and oral English.
3. Good communication skills and organization ability. Team spirit and ability to collaborate. Ability to work under pressure.

Preferred Qualification:

1. Experience in ERP implementation or maintenance
2. Experience with Oracle