Systems Accountant

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs difficult and responsible accounting system and process analyses and design work; defines Accounting Division business and operational needs and partners with Bureau of Technology Services in effectively using technology to meet those requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Systems Accountant performs a variety of journey-level systems accounting assignments while working with bureau staff, BTS and software vendors to translate the business and operational requirements of the Accounting Division into designs and specifications for workable information technology solutions. Incumbents conduct business and work process analyses, analyze data requirements and reporting needs and develop recommended accounting systems solutions to meet bureau requirements. Incumbents participate in conducting systems tests to ensure conformance with systems specifications and work with others to resolve problems identified. An incumbent may provide project leadership and work direction of other technical or support staff.

Systems Accountant is distinguished from Business Systems Analyst in that incumbents in the former class are responsible for financial systems analyses and are required to have advanced accounting knowledge.

Systems Accountant is distinguished from the Applications Analyst class in the professional Information Technology job family in that incumbents in this class do not perform applications programming functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position is this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Interviews accounting staff and users to analyze accounting regulations and process requirements; identifies and analyzes complex, ambiguous and/or conflicting work process, information management and reporting issues; develops and refines accounting process and entity relationships; meets with accounting staff and users to discuss systems and process alternatives capable of meeting their business needs; recommends work process and/or operating changes to complement technology solutions; translates business needs into computer software designs.

2. Reviews changes in Generally Accepted Accounting Principles and Governmental Accounting Standards Board regulations and guidelines to assess impact on current financial system and works with BTS to make appropriate system changes to ensure compliance.
3. Analyzes accounting data, processes and system interactions; identifies alternatives for establishing accounting systems and data interfaces and converting current systems to new technologies; develops specifications for assigned elements of system enhancements and maintenance projects.
4. Participates with BTS in the development of e-commerce applications as they relate to accounting functions.
5. Manages the Accounting Division's imaging system, including setup, monitoring file status, troubleshooting problems and interfacing with BTS and the vendor.
6. Participates in evaluating vendor product packages and their fit with accounting requirements; researches and recommends hardware, network and/or software characteristics and requirements; writes system requirement and/or specification documents.
7. Meets with accounting staff and users on assigned projects or project components to: develop and refine accounting system requirements, evaluate the cost benefit of accounting process/technology alternatives, gain agreement on project deliverables, metrics and service levels, determine and resolve problems, seek stakeholder cooperation, involvement and action to achieve objectives and report on project progress; serves as an advocate for Accounting Division needs.
8. When serving as project leader: defines project scope and boundaries; performs critical path analyses and sets project priorities; develops project task lists and time estimates; performs cost benefit analyses; establishes project metrics; oversees and coordinates completion of project tasks to meet time, quality and cost expectations; meets with supervisor to review project status and resolve development/implementation issues.
9. Defines application data requirements; identifies data sources; diagrams data flow and data relationships; in consultation with Accounting Division and BTS data management and database administration staff, leads, facilitates and/or participates in the logical design of applications databases; develops database specifications; defines file/table structures; analyzes system interface requirements, coordinates the integration and migration of data between databases; uses query tools to develop and generate accounting reports; may perform basic database maintenance, administration and recovery on applications databases.
10. Designs the parameters for test environments and testing scenarios; participates in conducting systems tests and conversion and installation processes; identifies types and causes of test problems and work with Accounting Division and BTS staff to recommend and implement solutions; ensures performance of all quality assurance reviews are completed successfully; ensures newly installed applications are functioning correctly; proposes disaster recovery plans.
11. Trains accounting staff and users on how to use new applications; coordinates user support for assigned applications; develops user manuals for applications.
12. Coordinates and integrates assigned work with other team members; evaluates work products and hardware/software interfaces developed by outside contractors for conformance with bureau requirements.
13. Diagnoses problems found with software and recommends solutions.
14. Manages accounting systems as assigned.

OTHER DUTIES

1. Develops analyses and special reports and other materials as requested.
2. Represents the division or bureau on committees and task forces.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation and methods of financial control and reporting.

2. Applicable accounting standards and procedures, including GASB, FASB, GFOA, GAAP and FERC.

3. Principles and methods of systems analysis, including business process and entity relationship analysis tools and methods.

4. Systems design principles, methodologies and tools, including those applicable to client server environments.

5. Principles, practices, tools and techniques of project planning, budgeting and management.

6. The operations, requirements and codes of the City's financial accounting systems and the interrelationships of its modules and databases.

7. Basic database theory, design rules and development practices, including data modeling, data flow and entity relationship analysis.

8. General functions, capabilities, characteristics and limitations of standard computer platforms and devices as they apply in performing business and systems analyses.

9. Principles and practices of sound business communications.

10. Standard PC software packages, including word processing, spreadsheet, database and flow-charting.

Ability to:

1. Perform accounting and business process analyses and reach sound, logical conclusions regarding business needs and requirements of the Accounting Division.
2. Understand, interpret, explain and apply City, state and federal laws regulating the City's accounting, reporting and record keeping.

3. Understand and apply the analysis of functional requirements to the development of accounting system proposals, specifications and recommendations for efficient, cost effective systems and technology solutions.
4. Work collaboratively with team members, BTS and other information systems staff and accounting related groups to ensure project accountability.
5. Learn new software products and develop customization designs.
6. Balance responsibilities for multiple projects to ensure timely results in accordance with bureau quality standards.
7. Diagnose and resolve complex accounting systems analysis problems; evaluate alternatives and make sound independent decisions within established guidelines.
8. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel orally and in writing.
9. Plan and conduct effective user training programs.
10. Prepare clear, concise and accurate documentation, reports of work performed, project management reports and other written materials.
11. Translate between accounting and information systems professionals to ensure all parties understand, in their own terms, systems needs, requirements and technology parameters and constraints.
12. Keep technical skills current to meet continuing business and systems analysis assignments.
13. Establish and maintain effective customer focused working relationships with managers, customers, BTS and other information technology staff, vendors, consultants, employees and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, computer science, management information systems or a closely related field; and at least three years of progressively responsible experience in systems analysis or a closely related field; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02   Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed from position(s) within the following class(es):
0966 Program Coordinator/Systems Accountant   Adopted: 11-04-01

June 2009 - Change Job Class number from 7352 to 30000560, due to system change.