

Assistant Systems Accountant

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under supervision of an Accounting Supervisor, performs intermediate level accounting system and process analyses and design work; interacts with Bureau of Technology Services (BTS) personnel in effectively using technology to meet City business needs and maintains related accounting systems as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Systems Accountant performs a variety of intermediate level accounting systems assignments while working with bureau staff, BTS, and others in the design and specification of new information technology solutions and implementation of defined business and operational solutions. Incumbents conduct intermediate level business and work process analyses, analyze data requirements and reporting needs and, assist in the development of recommended accounting systems to meet bureau requirements. Incumbents participate in conducting systems tests to ensure conformance with systems specifications and work with others to resolve problems identified. Incumbents also maintain developed systems on an on-going basis.

The Assistant Systems Accountant is distinguished from the Systems Accountant in that incumbents in the former class are responsible for the implementation and maintenance of financial systems and are required to have only an intermediate to high level accounting knowledge. The Assistant Systems Accountant will assist the Systems Accountant in financial systems analyses and design.

The Assistant 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.

The Assistant 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 in 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. Reviews changes in Generally Accepted Accounting Principles (GAAP), federal, state, and local laws and guidelines, and administrative policies to assess impact on current financial system and works with bureau personnel and BTS to make appropriate system changes to ensure compliance.

2. Analyzes accounting data, processes and system interactions; identifies alternatives for establishing accounting systems and data interfaces and converting current systems to new technologies; assists in the design and development of specifications for assigned elements of system enhancements and maintenance projects.
3. Participates with bureau personnel and BTS in the development of e-commerce applications as they relate to accounting functions.
4. Coordinates the Accounting Division's imaging system, including setup, monitoring file status, troubleshooting problems and interfacing with BTS and the vendor.
5. Researches and recommends hardware, network and/or software characteristics and requirements; assists in the writing of system requirement and/or specification documents; implements vendor product packages to fit with accounting specifications.
6. 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 works with Accounting Division and BTS staff to resolve system issues; ensures performance of all quality assurance reviews are completed successfully; assists in ensuring newly installed applications are functioning correctly; recommends disaster recovery plans.
7. Trains accounting staff and users on how to use new applications; coordinates user support for assigned applications; develops user manuals for applications.
8. Plans, organizes, and implements operational activities and procedures as assigned, including data entry, systems maintenance, and files management on an on-going basis.
9. Documents procedures and operating standards such as data entry, systems maintenance, and files management.
10. Evaluates work products and hardware/software interfaces developed by outside contractors for conformance with bureau requirements.
11. Diagnoses routine problems found with software and recommends solutions.
12. Contacts use bureaus and/or contract accounts regarding systems errors and scheduling requirements.
13. Provides end-user support and maintains accounting systems as assigned.

OTHER DUTIES

1. Develops analyses, special reports and other materials as requested.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general and governmental accounting, including familiarity with financial statement preparation and analyses.
2. Principles and practices of organization and administration.
3. Systems design principles, methodologies and tools, including those applicable to client server environments.
4. The operations, requirements, and codes of computerized financial accounting systems and the interrelationships of modules and databases.
5. Basic database theory, design rules and development practices, including data modeling, data flow and entity relationship analysis.
6. Computer systems and peripheral equipment including PCs, printers, Local Area Networks and software, along with production and job control processes and languages.

7. Principles and practices of sound business communications.
8. Standard PC software packages, including word processing, spreadsheet, database and flow-charting.
9. Mainframe computer systems and related maintenance functions.

Ability to:

1. Perform intermediate 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 GAAP, federal, state and local laws and guidelines regulating municipal 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, other information systems staff, and accounting related groups to ensure project success and accountability.
5. Learn and implement new software products and assists in developing customization designs.
6. Key, verify, process, and purge financial data.
7. Schedule and assign priorities for incoming source data, along with coordinating and transmitting jobs to mainframe computers.
8. Balance responsibilities for multiple projects to ensure timely results in accordance with bureau quality standards.
9. Diagnose and resolve routine accounting systems problems; evaluate alternatives and make sound decisions within established guidelines.
10. Interpret error messages and take corrective action.
11. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel orally and in writing.
12. Plan and conduct effective user training programs.
13. Prepare and organize clear, concise and accurate documentation, reports, and other written materials.
14. Translate between accounting and information systems professionals to ensure all parties understand, in their own terms, systems needs, requirements and technology parameters and constraints.
15. Develop and implement procedures for computer use and other operating processes.
16. Keep technical skills current to meet continuing business and systems analysis assignments.
17. 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 one year of progressively responsible experience in accounting and systems maintenance and support 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: 10-03-02 New Assistant Systems Accountant class (7351) created.

June 2009 - Change Job Class number from 7351 to 30000559, due to system change.