

SYSTEMS ACCOUNTANT

DEFINITION

Under general direction, to plan, implement and maintain integration of departmental accounting systems with the County's general ledger system using electronic data processing adaptations in cooperation with departmental Accounting and Information Management staff. Also, assist in the design, implementation and maintenance of the County's budget system including controls, reporting and network accessibility; and supervise one staff member.

EXAMPLES OF DUTIES

Coordinate the implementation of new releases for the AMS financial system AFIN along with Information Management; train County staff on the features available for the AFIN system; assure secure access to the AFIN system and establish new users and grant access to appropriate tables; prepare budget files for distribution to department; establish network access to budget modules; upload budget request information into AFIN system and verify control totals; assist the Controller with the preparation of budget amendments during County Board budget deliberations; prepare cash reconciliation schedules for annual audit; prepare electronic media schedules for auditor(s); prepare documentation used by the auditors to verify year-end balances for agency trust accounts; and supervise one staff person.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree with major course work in accounting from an accredited college or university and two years of professional accounting experience including EDP applications. Plus, supervisory or lead work experience. Additional credit will be awarded for experience designing accounting systems with EDP applications.

Knowledge, Skills and Abilities: Knowledge of established accounting principles and practices; prefer knowledge of governmental accounting and budgeting systems; knowledge of cost accounting; knowledge of auditing techniques and program budgeting methods; knowledge of electronic data processing accounting applications; knowledge of effective supervisory methods and techniques; effective oral and written communication skills; ability to identify problems and issues and derive meaningful information from complex data; ability to create clear written reports; ability to establish and maintain cooperative working relationships.