



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

ACCOUNTING SYSTEMS ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex staff analysis work supporting the development and implementation of a variety of accounting, financial and related systems; to train staff in the requirements of various systems; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinate the implementation and enhancement of third party software; coordinate consultant services in accounting, purchasing and payroll/personnel systems.
2. Analyze program needs of the accounting unit and assist in recommending and implementing improvements to all unit accounting systems.
3. Project future needs and make appropriate recommendations to management staff; assist management staff in accessing financial information.

4. Provide training to staff and others in the proper utilization of accounting systems; work closely with staff in the Information Systems Division to modify existing computerized systems.
5. Perform research and conduct studies requiring coordination with other governmental agencies; explain policy, procedures and recommendations in the area of assignment; collect, interpret and evaluate data of a complex and specialized nature.
6. Participate in special projects as assigned; build and maintain positive working relationships with co-workers, other District employees and the public.
7. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

A wide variety of accounting and financial reporting systems.
Governmental accounting principles and financial reporting practices.
Modern office procedures, methods and equipment including computers, a ten-key calculator, financial spreadsheets and word processing software.
Principles and practices of problem solving.
Pertinent federal, state and local codes, laws and regulations.

Ability to:

Analyze and recommend improvements to both manual and computerized accounting and financial record keeping systems.
Identify and interpret technical and numerical information.
Initiate, develop and coordinate the implementation of management information processes enhances District-wide user capabilities.
Observe and solve operational and technical policies and procedures.
Train and coordinate staff and project consultant assignments.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible professional accounting experience including use and analysis of automated accounting systems.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.