

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 21, 2022

FLSA Status: Exempt/Administrative 1/4/2010

INFORMATION SYSTEMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, designing and managing the implementation and operation of computerized systems. The work requires supporting various information systems utilized by applicable department(s) and the application of cyber hygiene practices. The nature of the work requires the incumbent to consult with government managers and administrators on systems and procedures, to evaluate the need for automated systems, and to design systems changes or new systems to meet identified needs. Work is performed under the general supervision of the Director of Information Technology. An employee in this class may exercise general or direct supervision over employees during system implementation, training and support periods. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, designs, and implements computerized systems that includes financial and human resources/payroll functions county-wide and integrates defined multi-fund accounting and budgetary requirements;
2. Reviews information systems design and flow structure to ensure compliance with all laws, regulations and contractual agreements relating to transactions and reporting;
3. Participates in the implementation, upgrade and support of information systems to improve the collection, reporting, and timely delivery of information.
4. Develops systems concepts and models for migration to or enhancement of computerized systems which include system flow charts, data flow diagrams, structure charts, narrative descriptions, and cost/benefit analysis;
5. Reviews functions and provides recommendations for integration for both internal and external systems;
6. Confers with data processing, and other department personnel to coordinate computer system analysis, programming, and operating requirements;
7. Provides initial issue analysis reported by end users to the Information Technology team and proactively identifies enhancement opportunities to information systems and processes. Monitors and tracks information system program errors or issues and assists in resolving them in a timely manner. Supports end-user education to address any frequently asked questions, system navigation, and configuration questions;
8. Supports information systems through data classification, forms design, system testing, training personnel, troubleshooting, and documentation of procedures;
9. Monitors information systems to identify and resolve operational or procedural issues;
10. Performs systems maintenance to ensure continuity between multiple financial systems and human resources/payroll systems, such as chart of account maintenance, transaction classification, and data reconciliation through the application of established auditing and accounting methods;
11. Directs and oversees the work of employees during the various phases of system implementation, upgrades and training (this is not considered first-line supervision);
12. Assists in establishing procedures and controls for third party financial or other information integration and validation to the county automated systems;
13. Plans and coordinates all functions and processes involved in recurring information systems updates function and security upgrades;
14. Coordinates year-end processes in accordance with established procedures and timeline to provide accurate processing, integration;
15. Perform the necessary finance systems operational controls. Maintains and ensures the timely and accurate generation of all reporting, ensuring consistency and standardization amongst the various types of reports and databases. Works on reports using various information presentation and reporting tools.
16. Performs tasks in support of year-end closing, audit, budget, and related processes associated with the ERP system in accordance with established procedures, internal controls, and timelines to ensure accuracy, integration, and compliance.
17. Meets with planning committees to discuss strategic and tactical concerns.

CONTINUED

INFORMATION SYSTEMS MANAGER CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current information management systems, practices, security controls, and proper cyber hygiene; Thorough knowledge of principles, theories, techniques, trends, and procedures of modern accounting; thorough knowledge of principles, theories, techniques, trends and procedures of human resource system, multi-fund, governmental accounting, and provisions of Generally Accepted Accounting Principles (GAAP) applied to multi-fund accounting; thorough knowledge of principles and practices of electronic data processing as applied to design implementation, operation, and modification of automated accounting and financial management systems; thorough knowledge of policies and procedures governing the centralized accounting system; flowchart, workflow and system design skills; ability to effectively communicate; good knowledge of project management requirements including facilitation, mediation, project tracking and financial tracking; good knowledge of the components of a technical environment, i.e. network hardware and software, service applications, etc.; working knowledge of personnel and payroll functions; skill in the use of information technology systems at an acceptable rate of accuracy and speed; ability to analyze accounting, financial, human resources and other systems to determine effectiveness; ability to identify and apply electronic data processing capabilities to specific accounting needs; ability to apply accounting techniques and principles appropriate to the assignment; ability to interpret complex oral and written instructions; ability to direct and oversee the work of both professional and clerical staff; ability to maintain effective working relationships; sound judgment; integrity; tact; initiative and creativity; professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Candidates must be employed in the competitive class on a permanent basis for at least two (2) years as a Systems Accounting Manager in Niagara County.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Information Technology, Accounting, Business Administration, Business Management, or Finance and two (2) years of full-time paid experience in analyzing, designing, implementing and evaluating computer based accounting and financial management systems; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Information Technology, Accounting, Business Administration, Business Management, or Finance and four (4) years of full-time paid experience in analyzing, designing, implementing and evaluating computer based accounting and financial management systems; **OR**
3. An equivalent combination of training and experience as defined above.