

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 23, 2012

FLSA Status: Exempt/Administrative 1/4/2010

SYSTEMS ACCOUNTING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, designing and managing the implementation and operation of a centralized and computerized accounting and financial management system. The nature of the work requires the incumbent to consult with government managers and administrators on accounting systems and procedures, to evaluate the need for automated systems, and to design systems changes or new systems to meet identified needs. An employee in this class must apply a thorough knowledge of accounting principles and practices and specific knowledge of the county's centralized and computerized accounting system. The nature of the work requires applications of General Accepted Accounting Procedures (GAAP) to municipal, multi-fund accounting. General supervision is received from an administrative superior. An employee in this class exercises general or direct supervision, as the case may be, over a small number of professional and clerical employees during system implementation and training periods. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, designs and implements computerized systems that process financial and human resources/payroll functions county-wide and integrates defined multi-fund accounting requirements;
2. Reviews system design and flow structure to ensure compliance with all laws, regulations and contractual agreements relating to financial transactions and reporting;
3. Reviews all financial functions and provides recommendations for integration for both internal and external systems;
4. Confers with data processing personnel to coordinate computer system analysis, programming, and operating requirements;
5. Confers with payroll and human resources personnel to coordinate computer system analysis, programming, and operating requirements;
6. Develops systems concepts which include system flow charts and narrative descriptions;
7. Supports the overall system through documentation of procedures, forms design, system testing, and training personnel in system conversion and operation;
8. Monitors the system to identify and resolve operational or procedural issues;
9. 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;
10. Directs and oversees the work of a small number of professional and clerical employees during the various phases of system implementation, upgrades and training (this is not considered first-line supervision);
11. Prepares accounting from reports provided by consultants to carry out financial transactions based on various contracts or agreements;
12. Assists in establishing procedures and controls for third party financial information integration and validation to the county automated systems;
13. Plans and coordinates all functions and processes involved in recurring system upgrades;
14. Coordinates year-end processes in accordance with established procedures and timeline to provide accurate processing and integration;
15. Conducts all testing related to upgrades for year-end/year-begin processes to ensure accuracy and compliance;
16. When assigned, independently performs accounting work related to the automated system, such as ledger maintenance, transaction classification, or fiscal reporting, by applying established accounting methods.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, theories, techniques, trends, and procedures of modern accounting; thorough knowledge of principles, theories, techniques, trends and procedures of multi-fund, governmental accounting and provisions of General Accepted Accounting Procedures (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; 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 and financial 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; good professional appearance; physical condition commensurate with the demands of the position.

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SYSTEMS ACCOUNTING MANAGER CONTINUED

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE:

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 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.

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 Accounting and two (2) years of full-time paid experience in accounting and financial statement preparation and four (4) years of full-time paid experience in analyzing, designing, implementing and evaluating computer based accounting and financial management systems; **or**

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 Business Administration, Business Management, or Finance and three (3) years of full-time paid experience in accounting and financial statement preparation and four (4) years of full-time paid experience in analyzing, designing, implementing and evaluating computer based accounting and financial management systems.