

## FINANCIAL SYSTEMS ANALYST

GENERAL STATEMENT OF DUTIES: Performs highly responsible technical duties involving the processes and programs related to financial management system; which include conferring with user departments and Information Technology Department; develops computer programs, reports or data mapping; works under general supervision of the Controller; performs related duties as required.

### STATEMENT OF TASKS:

Prepares accounting system program related documentation;  
Works with departments to trouble shoot issues; develop requested reports and provide assistance and training to staff;  
Writes and reviews programs checking for technical errors;  
Devises sample input data used to test computer programs;  
Tests computer programs until the originally intended format is achieved without problems;  
Reviews, rewrites and updates programs upon request;  
Compiles documentation of program development and subsequent revisions or upgrades;  
Assists in the preparation of documentation and forms for new or existing programs;  
Develops computer map layouts and overlays;  
Updates departmental computer maps and develops methods relating to the creation and information into the departmental digital mapping system;  
Updates web-based user help for all applications;  
Prepares reports pertaining to system attributes as necessary;  
Performs related duties as directed.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of accounting and auditing principles, methods and practices of governmental accounting;  
Knowledge of general grant reporting and procedures;  
Ability to prepare complete and accurate accounting reports with great attention to detail;  
Knowledge of computer programming methods and procedures;  
Knowledge of accounting and software terminology, systems development process, procedures;  
Ability to understand relational data structure;  
Ability to use Excel to develop pivot tables, write macros, use V-look ups, develops graphs, data modeling;  
Ability to analyze, design and layout complete payroll systems;

Ability to communicate and coordinate accounting systems county-wide;  
Ability to understand and follow verbal and written communications;  
Ability to communicate effectively orally and in writing;  
Ability to apply exceptional analytical and logic skills to effectively prepare reports and implement computer specifications;  
Ability to attend work regularly and work under stressful conditions;  
Ability to work irregular hours as needed so as to not effect day to day operations of other offices.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Accounting –**AND**- two (2) years' experience as an accountant –**AND**- Experience as a project manager in the implementation of an ERP system.

**-OR-**

Bachelor's degree in IT –**AND**- one (1) year experience in as a Systems Analyst which included trouble shooting and resolving system application issues and training end users –**AND**- one (1) year experience as an accountant.

**Preferred experience** as a Systems Analyst working with ERP software ie. oracle, Advantage, MUNIS, GEMS BS&A, A360, etc. and report writers Crystal, Pentaho, COGNOS.

  
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Human Resources Director

Established: August 17, 2017