



FEBRUARY 2024
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 3307

ACCOUNTING SYSTEM ADMINISTRATOR

DEFINITION

Under direction, develops, implements, and administers the County's financial accounting system; ensures that appropriate interest calculations are applied; monitors bank reconciliation to ensure systems are functioning properly; develops and implements system procedures that comply with legal and general accounting requirements; serves as a lead for Auditor-Controller systems analysis; recommends and implements processes while monitoring, reporting, and recommending solutions for system issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This class has management-level responsibility for the development, implementation, and administration of the County's financial accounting systems. The incumbent in this role conducts analyses and manages complex operational support of various systems to create and administer reporting and evaluate financial, budgetary, and accounting reporting requirements. This includes handling all aspects necessary for the County's financial reports. The position requires a significantly high level of initiative and independent judgment in carrying out the assigned responsibilities. This class is distinguished from an Enterprise Resource Planning (ERP) Analyst and Accounting Division Manager, in that the former performs professional duties related to the County's ERP system, and the latter has management responsibility for the overall administration of a division with the Auditor-Controller's Office.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops County standards, goals, policies, and procedures relating to the operation of the County's financial accounting system (FENIX); sets work priorities and monitors progress toward accomplishment of goals.
- Assists in the development and implementation of goals, objectives, policies, and internal controls for the department of the Auditor-Controller; audits security settings and develops, reviews, and recommends improved accounting methods and procedures.
- Maintains current knowledge of legislation affecting County accounting and auditing practices and procedures; maintains knowledge of upcoming software changes for internal systems; develops and implements revised procedures as required.
- Consults with and advises management regarding technical systems, accounting, and legal requirements.
- Evaluates, develops, implements, and maintains the County's financial accounting systems; works with Information Technology and County departments to ensure the system meets County needs.
- Develops and implements procedures and standards to ensure accurate reporting of the County's financial position.
- Provides training and direction for Department Heads, fiscal and administrative managers, and other employees of County departments, Special Districts, the FENIX software developer, and outside agencies to ensure the optimal utilization of the system and to maintain systems' security integrity.

- Prepares a variety of complex analytical, statistical, and narrative reports and correspondence required by County administration and federal, state, and private agencies.
- Develops accounting system table and organization structures, fund types, programs, reports, forms, and procedures; implements, maintains, and audits user security coding.
- Assists in performing month-end close functions, year-end encumbrance roll, general ledger close, 1099 file processing, and A-87 Cost Allocation plan.
- Develops and directs the preparation, maintenance, verification, and reconciliation of a wide variety of accounting databases, including but not limited to fixed asset inventory, budget book preparation, and other schedules required for financial statements.
- May serve as lead for staff assigned to the ERP system related to finance systems work including implementation, maintenance, and training of current and new payroll software.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of program administration, program development, and implementation.
- Principles and practices of administration, project management, and evaluation.
- Principles, practices, and methods of implementation, maintenance, and daily management of a complex automated financial accounting system.
- Applicable laws regulating public agency fiscal operations.
- Fiscal reporting guidelines established by the State Controller.
- Principles of budgetary administration and control.
- Principles and methods of developing and providing training regarding system procedures to a variety of individuals, including department heads, professionals, technical staff, support staff, and employees of outside agencies.
- Basic auditing principles and methods.
- Finance reconciliation principles and methods.

Ability to:

- Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Review and verify the accuracy of financial data and information and associated legal documents.
- Analyze, evaluate, and reconcile complex financial data and system programming.
- Interpret and apply complex financial rules, regulations, and ordinances.
- Recommend and implement improved accounting methods and procedures.
- Perform accurate, complex mathematical and statistical calculations.
- Train Department Heads, fiscal and administrative managers, and other employees of County departments, Special Districts, and outside agencies in system procedures.
- Prepare clear, concise, and complete financial reports and other written correspondence.
- Exercise sound independent judgment within established procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education and Experience:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, computer science, information systems, or a closely related field.

AND

Two (2) years of experience providing professional support for auditing, accounting, or enterprise resource planning systems that included the maintenance and daily management of complex computerized financial accounting data.

Licenses and Certifications:

➤ None

PHYSICAL DEMANDS

Must possess sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. Frequent sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands. Occasional walking; ability to grasp and hold; lifting, carrying, or pushing objects that weigh up to 15 lbs. Infrequent climbing, bending, and reaching; lifting, carrying, or pushing objects that weigh more than 15 lbs. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL DEMANDS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may be required to be available for after-hours emergency calls.