

ACCOUNTING SYSTEMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves recommending, coordinating, and implementing computerized accounting and personnel systems in a school district to integrate personnel, payroll, accounts payable, purchasing, revenue and billing. The work is performed under the general supervision of the Business Assistant. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the existing accounting operations and related systems in order to assess how best to implement a new system that will integrate personnel, payroll, accounts payable, purchasing, revenues and billing;
Trains staff in use of new system and recommends changes as needed to adapt the new software;
Acts as liaison among the Business Office, Personnel Office and users of equipment, systems and software;
Troubleshoots problems as they arise and makes recommendations for their resolution;
Utilizes software and analytical tools to integrate the accounting and personnel functions;
Acts as back-up in various departments on an as-needed basis;
Prepares reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, principles and practices of accounting; good knowledge of the use and capabilities of computer hardware and software in accounting and personnel applications; working knowledge of potential uses, and/or limitations of electronic data processing equipment and software; ability to translate departmental needs into appropriate systems use by making necessary modifications; ability to establish and maintain effective working relationships with others; ability to carry out complex oral and written instructions; ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Accounting which included or was supplemented by at least four (4) courses in the data processing field; and two (2) years of paid work experience in accounting which involved the use of a computerized accounting system.

NOTES:

1. Twenty-four (24) credit hours in Accounting will be deemed the equivalent of a major therein.
2. An additional two (2) years of the required work experience may be substituted for the four (4) data processing courses.