

MAJOR FUNCTION

This is technical, professional and supervisory work in the coordination and management of designated accounting systems, operations and services. This position supervises professional, paraprofessional and clerical staff, and assures the integrity of systems in use and the timeliness and accuracy of the work product. The incumbent serves as the functional expert on the designated system(s) and is the primary liaison between functional users and ISS staff. Work is performed under general supervision of a higher-level manager; however, individuals assigned to this class must employ considerable independent judgment and initiative, as work may involve complex and significant variables. Results are reviewed through conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages and coordinates the staff and technical resources needed to ensure the integrity, timeliness and accuracy of the payroll and assets and inventory management systems and the work processes, products and services that are outcomes of these systems. Trains, coaches and supervises professional, paraprofessional and clerical staff engaged in day-to-day accounting processes and ensures their adherence to acceptable accounting and reporting guidelines and standards. Serves as administrator and expert for the designated accounting system, providing assistance to system users as needed. Researches, plans, tests and coordinates maintenance, expansion, and upgrades for designated system. Plans, develops, and administers application training for functional staff. Develops, updates, implements and monitors accounting procedures and methods pertaining to area of responsibility. Serves as an expert on queries and reports produced from designated systems. Coordinates and maintains documentation on application customizations for all related system ownership areas. Recommends the selection, transfer, advancement, discipline, grievance resolution and discharge of assigned staff. Conducts performance evaluations, and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc committees to represent interests of area of responsibility. Attends training, seminars and conferences to keep abreast of developments in the area of responsibility. Attends staff meetings and briefs assigned staff as necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the specific functional area(s) to which the position is assigned, including industry-wide accepted methods, standards, guidelines and laws. Considerable knowledge of the technological systems and applications available for use in the designated area or function. Considerable knowledge of accepted principles of supervision and employee relations. Ability to analyze, plan, organize, recommend and/or implement work flow procedures. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Ability to analyze complex accounting reports and statements and explain them. Ability to communicate effectively, both orally and in writing. Ability to coordinate the efforts of and lead staff at varying levels as needed to accomplish objectives. Ability to conduct independent research and define results. Ability to establish and maintain relationships necessary for successful job performance. Ability to keep informed of developments in the designated technological applications and systems area. Highly developed skill in the operation and use of microcomputers and associated databases, applications, software programs and peripherals necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting, management information systems, computer science, or a related field and four years of technical or professional experience in the specific accounting area in which the vacancy exists, one year of which must include analysis, operation and maintenance of a non-proprietary information management system or application; or an equivalent combination of training and experience. Experience in the analysis, operation and maintenance of any non-proprietary information management system or application may substitute for up to two years of the required accounting experience. One year of the required experience must have been in a supervisory capacity.

Established: 04-21-01

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10-03-03*

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