COUNTY OF SOLANO
SYSTEM ACCOUNTANT

Rev. 11/09

DEFINITION

Performs technical work to maintain the County's Integrated Fund Accounting System (IFAS) used by all departments and special districts to record financial transactions and ensure proper recording of financial information, and to improve County-wide accounting processes by identifying, developing, and implementing additional functionality within the Integrated Fund Accounting System (an Enterprise Resource Planning System).

CLASS CHARACTERISTICS

This is a professional level class responsible for coordinating development, implementation and maintenance of accounting system modules. This job class requires strong technical skills as well as considerable knowledge of the assigned department's operations, services, and programs. This job class also requires excellent skills in project management and communications.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Deputy Auditor-Controller.

May plan, coordinate, and supervise the activities of professional, technical, and fiscal-clerical staff.

May provide technical and functional assistance to technical staff and system users.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Supervises professional,, technical, and fiscal-clerical staff including planning, assigning, and scheduling staff's activities and work deadlines; establishes standards for acceptable work products; reviews and accepts, amends or rejects work; assists in conducting the full range of personnel actions such as interviewing, selecting, hiring, training, and coaching staff; assists in conducting disciplinary and proposed termination actions; evaluates employees' performance; and enforces departmental policies and protocols

Provides technical support, training, and assistance to system users; troubleshoots failed daily/routine processes; visits work sites as needed to troubleshoot problems.

Coordinates automation processes; meets with all levels of County staff to review existing accounting processes; proposes changes to existing accounting processes; leads Information Technology Specialist and user teams by coordinating, assigning and monitoring work; implements new/modified County-wide accounting processes; researches, evaluates, and identifies user training needs; provides training to County staff on new programs; creates end-user documentation for new processes.

Coordinates system implementation for all accounting system modules; researches available products to assist in streamlining or improving county-wide accounting processes; responds to management inquiries regarding accounting system functionality; reviews existing documentation and applicable regulations; interviews internal/external users; identifies proposed

process; determines feasibility of implementation; prepares recommendations; identifies project scope and objectives; develops project plan; leads Information Technology Specialist and department user teams; loads and/or directs installation of product and any auxiliary devices; verifies system functionality via testing; works with end users and senior systems analysts to build/develop database when needed; researches, evaluates, and identifies user training needs; coordinate/creates user documentation and training.

Coordinates custom accounting program development and implementation; identifies accounting requirements; verifies system functionality via testing; works with end users and senior systems analysts to build/develop database when needed; researches, evaluates, and identifies user training needs; coordinate/creates user documentation; provides training to county staff on new programs.

Coordinates system maintenance for county-wide accounting system; reviews requests from departments for new users and establishes/modifies county budget units and accounts for county-wide use; assigns appropriate access; creates modifies and deletes budget units, accounts and user ID's.

Works with County departments, Special districts, and other agencies to interface accounting transactions from departmental/external stand alone systems into the accounting system; develops tests and implements custom interfaces from stand alone systems into the accounting system; works with General Accounting staff to further streamline accounting processes; coordinates/creates user documentation and training.

Participates in County-wide teams as representative of Auditor-Controller's Office in the development and maintenance of department-specific systems that transfer accounting data to the county-wide accounting system (IFAS); participates in ongoing review of accounting standards, policies, and procedures of department-specific systems and IFAS.

Works with departments to identify special financial reporting needs; determines/develops special accounting reports to meet needs; directs Information Technology Specialists in developing new accounting reports; reviews new report requests from departments; develops other county-wide accounting reports.

Assists with proposed budget process and final budget preparation; extracts data from IFAS to compile the County's final budget document which is submitted to the County's Board of Supervisors and State Controller's Office as required by Government Code; reviews new requirements with County Administrator's Office and Assistant Auditor-Controller; leads Information Technology Specialist and department user teams; modifies and tests report jobs and associated use files; modifies and tests FTP process; modifies and tests spreadsheet files for reporting; researches, evaluates, and identifies user training needs; updates user documentation; assists in formatting spreadsheet files.

Performs yearly general accounting tasks; leads Information Technology Specialist and department user teams; creates 1099M data file of all County financial transactions; files forms with Internal Revenue Service; processes 1099M corrections and sends corrected 1099M to recipients; sends corrected data to Internal Revenue Service; works with County fiscal staff to ensure correct information is recorded in IFAS.

Provides microcomputer support; provides assistance with software applications and/or hardware.

Coordinates system maintenance for general ledger-fiscal year end; modifies posting strategy/strategies for accrual posting during the accrual period only, which affects all accounting transactions County-wide; rolls forward all account balances and encumbrances.

Coordinates system upgrades; reviews management summaries; addresses potential problems with ISD staff and management; develop implementation plan; coordinate testing with key departments; confirms test results; reports problems and confirms resolution.

Responds to general accounting questions from County departments, County agencies, and special district staff.

Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, and logs.

Attends meetings as needed.

Maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; agency goals and purposes; terminology, principles, and methods utilized within the department.

Principles and practices of training, leadership, and supervision

Computerized information systems utilized by the assigned department.

Usual work methods and techniques utilized by line staff as data systems users.

Standard and accepted procedures necessary to maintain the integrity and security of data in networked systems.

Standard and usual computer hardware, applications software, and local area network software.

Information systems analysis and design.

Operating systems architecture and utilities.

Local area network (LAN) and wide area network (WAN) network hardware/software vendors and products.

Data communications concepts and principles.

Methods and techniques associated with user training.

Computer hardware/software error research and correction alternatives.

Database security techniques; data backup, recovery, and maintenance procedures.

Accounting, financial statement preparation, Generally Accepted Accounting principles and governmental accounting principles, practices, and standards.

Standard and accepted budget development and tracking methods and techniques.

Standard and accepted bidding and procurement methods and techniques.

Skills to:

Operate computer hardware/software systems and basic office equipment.

Ability to:

Comprehend, interpret, explain, and apply a variety of laws, regulations, policies, and procedures governing operations and processes of an assigned department's data systems.

Supervise, evaluate, train, and develop staff

Oversee and evaluate assigned operation(s)

Understand and interpret program objectives in relation to departmental goals and processes.

Perform a variety of technical and specialized tasks and functions in an independent, competent, and timely manner.

Operate a variety of usual/specialized software programs at a level sufficient for successful job performance.

Conduct and integrate assigned functions/activities in a cohesive and effective service delivery system; secure cooperation and teamwork among departmental staff and other departments or contractors.

Plan, organize, schedule, and prioritize daily assignments and work activities.

Collect and analyze data to identify needs/problems, evaluate program/system effectiveness, research and analyze alternative solutions, draw logical conclusions, and recommend/implement most appropriate actions to be taken.

Establish and maintain designated documentation and records in an accurate, timely manner.

Maintain confidentiality of records and information per pertinent laws/regulations.

Research regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.

Experience and Education/Training

Experience:

Three (3) years of accounting experience and two (2) years of full time work experience involving Enterprise Resource Planning System implementation, accounting system maintenance, information systems management, network systems administration, and technical support.

Education/Training:

Bachelor's degree is required from an accredited college or university in Accounting, Computer Information Systems, Information Technology or a closely related field.

SPECIAL REQUIREMENTS

Successful completion of forty (40) hours of Enterprise Resource Planning System training.

Possession of, or ability to obtain, a valid Class C California Driver's License may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Donald W. Turko   Date
Director of Human Resources

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BOS Date: June 30, 2003
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