

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 269**

**ACCOUNTING SYSTEMS ANALYST**

**GENERAL**

Professional and advanced technical position in the installation and maintenance of the data processing system is performed under general direction in the Finance Department.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Directs and coordinates the implementation of financial systems including the conversion of financial history records.
- Coordinates with IT department and financial system software vendor to resolve system problems.
- Performs year-end closing procedures of the financial system.
- Provides technical assistance to end users for general ledger, accounts payable, purchase orders and other issues related to the financial system.
- Supervises trains and evaluates accounts payable staff.
- Analyzes and evaluates procedures, recommends and implements changes.
- Review and update batches to be posted the City's financial system from the various financial applications.
- Reconciles various accounts related to the accounts payable function.
- Assists with year-end schedules relative to the Comprehensive Annual Financial Report (CAFR) and assists with assembling the data for the external auditor.
- Enforces internal accounting control for accounts payable, including security requests for access to general ledger accounts.
- Opens new general ledger accounts in the financial system.
- Performs accounting and other related tasks for budgeting and capital budgeting processes.
- Performs other related work as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial software systems.
- Knowledge of both financial and governmental accounting principles.
- Knowledge and skill in the use of Microsoft Excel.
- Knowledge in using MS Word and Outlook.
- Ability to teach users with ability to interact effectively both orally and in writing
- Ability to multitask, prioritize, and organize in a stressful environment.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Accounting or closely related field. Experience in general or municipal accounting. Four years of related experience. Certified Public Accountant (CPA) preferred. Lean Six Sigma Yellow Belt certification is preferred. Selected candidate will be required to obtain the Lean Six Sigma Yellow Belt certification within 1 year of hire, if not already obtained.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this work environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Rev 11/15**

**Bargaining Unit: Bargaining**

**FLSA: Exempt**

**Pay Grade/Group: 29/50**

**Location: Finance Department**

**GERS: Regular Class**