

**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. Work is performed under general direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Directs and coordinates the implementation of computer systems including the conversion of financial history records.

Defines account treatments for all financial transactions.

Assists user departments in defining account codes within the required structure.

Oversees the construction of all master files and coordinates the development of vendor master files with purchasing.

Conducts system testing and resolves operational problems.

Provides system training to Finance and user department personnel.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mainframe and personal computer financial software systems. Ability to install new systems and to translate usage procedures into training manuals. Ability to teach users. Ability to interact effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting with course work in Computer Science or a related field.

Considerable experience as an accountant in a comparable data system.

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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

None.

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