

COUNTY OF SOLANO

CLASS SPECIFICATION

SYSTEMS ACCOUNTANT

CLASS SUMMARY:

Under general direction, the Systems Accountant performs technology based professional accounting duties, to maintain, improve and implement additional functionality in the County's financial system and to provide support and assistance to County department users of the financial system. Financial system includes those systems under the control of the Auditor-Controller's Office which may include financial, payroll, and property tax systems. This is a single position class.

DISTINGUISHING 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 accounting knowledge of the assigned department's operations, services, and programs. This job class also requires excellent skills in project management and communications.

This class is distinguished from the:

- Deputy Auditor Controller class which plan, organize, and direct the operations of a division or divisions in the Auditor-Controller's Office in accounting and auditing, providing policy direction in accounting and auditing to departments, evaluating and ensuring the reliability of financial reporting; analyzing and providing complex financial data; interpreting laws, mandates, regulations and providing technical assistance and advice to the Board of County Supervisors, CAO, Federal, State, local agencies and the public.
- Accountant/Auditor III which is the advanced journey level of the Accountant-Auditor series and is characterized by the responsibility to perform complex professional financial, accounting and auditing duties for county-wide programs and activities.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is provided by a Deputy Auditor-Controller.
- No supervision is exercised over others, however, an employee in this class may perform lead duties

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties over fiscal professional, fiscal paraprofessional, fiscal clerical staff and system users such as:
 - may provide on-the-job training;
 - passing on instructions received from supervisor and getting work started;
 - distributing work among staff;
 - monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;

- reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor;
 - ensuring accuracy and timeliness of timesheets and monitoring leave schedules;
 - resolving informal employee complaints; and
 - ensuring work is performed safely and efficiently.
- Provides technical support, training, and assistance to system users in County Departments.
 - 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 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 department user teams; loads and/or directs installation of product and any auxiliary devices; verifies system functionality via testing; works with end users and Department of Information Technology staff 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 Department of Information Technology staff 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.
 - Coordinates system upgrades; reviews management summaries; addresses potential problems with Department of Information Technology staff and management; develop implementation plan; coordinate testing with key departments; confirms test results; reports problems and confirms resolution.
 - 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 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; participates in ongoing review of accounting standards, policies, and procedures of department-specific systems and the county's financial system.
- Works with departments to identify special financial reporting needs; determines/develops special accounting reports to meet needs; may direct Department of Information Technology staff in developing new accounting reports; reviews new report requests from departments; develops other county-wide accounting reports.
- Assists with budget process and budget preparation; extracts data from the accounting system 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 staff 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 and/or coordinates regular system tasks to support the department's required processes for month-end, year-end fiscal processes; creates/coordinates transmission of automated files with regulatory agencies; works with County fiscal staff to ensure correct information is recorded in the accounting system.
- Provides microcomputer support; assists with software applications and/or hardware.
- 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.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree is required from an accredited college or university in Accounting, Business Administration, Accounting Information Systems, Information Technology/Systems or a closely related field.

AND

- **Experience:** Two years (2) of professional accounting experience **and** one (1) year of experience using and supporting an Enterprise Resource Planning System or providing accounting system maintenance and support.

Note: A Certified Public Accountant License (CPA License) may be used to substitute for education requirement and one (1) year of professional accounting experience and may not be used to substitute one (1) year of experience using and supporting an Enterprise Resource Planning System or providing accounting system maintenance and support.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C
- The possession of a Certified Public Accountant Certificate is desired

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review
- 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.
- Generally Accepted Accounting Principles (GAAP), practices, theories and procedures.
- Internal control procedures over various accounting functions in an automated or manual environment.
- Training principles and practices to include methods and techniques associated with user training.
- Principles and practices of budgeting, cost analysis, and fiscal management.
- Standard and accepted bidding and procurement methods and techniques.
- 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.

Skill and/or Ability to:

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.
- Operate computer hardware/software systems and basic office equipment.
- Understand, interpret, explain and comply with laws, regulations, and policies and professional accounting principles and standards governing fiscal operations in County government.
- 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.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Interim Director of Human Resources

- **Date Approved by the Director of Human Resources:** April 27, 2020
- **Established Date:** September 2001
- **Date Class Title added to the Listing of Classes and Salaries by the Board of Supervisors:** June 30, 2003
- **Date(s) Revised:** November 10, 2004, November 20, 2009, March 10, 2020
- **Revision Date:** November 20, 2009, March 10, 2020
- **Class Code:** 30309