

CITY OF BRISBANE

ACCOUNTING SYSTEMS ANALYST

Definition:

Performs a wide variety of routine and complex administrative, technical and professional work in analyzing and administering various special projects and/or programs, special studies, surveys and research assignments, and oversees and maintains technical day-to-day aspects of the Enterprise Resource Planning (ERP) system.

Class Characteristics:

This is a full-time advanced journey-level professional position in which incumbents perform routine and complex administrative and technical analytical work under general supervision, where assignments are subject to review while work is in progress and upon completion. This position uses independent judgment and analytical abilities on specific projects, as well as the ability to independently solve problems of varying difficulty. The analytical and program management nature of the position requires thorough knowledge of city-wide, department, and/or program policies, the ability to analyze financial, legal and legislative impacts and the ability to function effectively with people at all levels of the organization as well as external contacts. This position is expected to manage the delivery of services for their assigned area. This position also manages accountability of consultants, vendors and other external contractors within the scope of their contracted duties. In furtherance of the required management responsibilities, this position involves development and implementation of department policies and procedures. Strong written, verbal, and interpersonal skills are essential for incumbents assigned to this classification. This position regularly performs routine and specialized office support work.

Supervision Received and Exercised

Receives direction from a Department Head and/or designated person.

May provide supervision over technical and clerical office staff.

Examples of Important and Essential Duties - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

Performs basic to complex accounting and financial support work in conjunction with a particular program or financial function and ad hoc projects.

- Assist IT in setting up and maintaining users on the City's ERP financial system including roles and workflow controls. Assist IT in password resetting and other access issues.
- Troubleshoots issues with the City's financial systems, including working with the software vendor, City IT staff, and end users to identify and implement solutions. Participates in research and beta testing of solutions implementation.
- Develops, coordinates and conducts group and individual training on the City's financial systems.
- Serves as a primary resource point for a particular program or financial area, requiring an in-depth knowledge of department programs, functions, organizational structure, and services.
- Researches, compiles and analyzes data and written materials, and prepares technical and administrative reports and materials.
- Reviews policies, procedures and forms for compatibility with new applications in relationship to our financial system; implements changes after approval as necessary.

- Prepares contract, requests for proposals, meeting agendas, staff reports and other similar documents.
- Initiates and responds to correspondence and phone calls from internal and external customers.
- Uses independent judgment and discretion in the release of confidential or sensitive information.
- Manages specific program activities and projects on a day to day basis.
- May represent department and/or City in inter-department, community and professional meetings; attend and present at staff, board and commission meetings.
- Assists with budget preparation and annual audit.

Qualifications

Knowledge of:

- Principles and procedures of technical financial duties related to areas of assignment.
- Financial record keeping and booking practices and techniques.
- Knowledge of and ability to perform program and quantitative analysis.
- Principles and practices of ERP financial systems.
- Principles of customer service.
- Principles and techniques of conducting group and individual training.
- Methods and techniques utilized in a variety of management and administrative functions such as supervision and/or management of an office, program, operation or section or facility.
- Municipal government and or department's organization, operations and issues.
- Principles and practices of auditing financial documents and records.
- Basic budgetary practices and terminology.
- Correct business English, including spelling, grammar and punctuation.
- Tyler Incode 10 financial system is desirable.
- Governmental operations is desirable.

Skill in:

- Operating modern office equipment, computer systems and applications, including office software (i.e. Word, Excel, PowerPoint, etc.), database management and related methods and procedures.
- Analyzing budget, technical reports, financials statements and spreadsheets.
- Preparing a variety of statistical and analytical reports.
- Working with staff from various disciplines to identify ERP financial system issues and solutions.
- Performing technical, specialized, complex and difficult financial and accounting support work.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Reviewing, posting, balancing and reconciling a variety of financial records.
- Project Management, organizing work, setting priorities and meeting critical deadlines.

Ability to:

- Research, analyze, evaluate and make recommendations for improvements in operations, systems and procedures.
- Identify, gather and analyze data from a variety of sources for relevant information.
- Formulate logical conclusions and develop effective courses of action and/or recommendations.
- Independently perform complex and responsible administrative work.
- Make decisions in matters with only limited direction received.

- Work cooperatively with other City personnel, other organizations, outside vendors and the public
- Communicate clearly and concisely, both orally and in writing

Education and Experience:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college with course work in accounting, bookkeeping, computer science or a related field.

Experience: Three years of responsible journey level financial record keeping in such areas of as accounts payable, accounts receivable, payroll, business licenses. Experience in administration, troubleshooting and end user training of a financial ERP system is desirable. Experience involving a combination of any of the following: research, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems, or contract and program administration.

Licenses: Possession of a valid California Driver's license.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel to and from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: December 9, 2021
Resolution: 2021-75

Revised Date:
Resolution:

Bargaining Unit: General Employees Association
Resolution: 2021-75

Former Titles:

Abolished: