

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB347 Accounting Systems Specialist
POSITION #/TITLE: 2390 Accounting System Specialist	Adopted: 04-07
	Revised: 01-14

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Finance Operations	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
Reports To Position #/Job Code #/JC Title: 2667/NB017/Assistant Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Standard Microsoft Word and Standard and Intermediate Excel
Personal Protective Equipment: None	

General Statement of Duties

Provides support of the HRMS and Financial Systems applications and processes.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Maintains Financial and HRMS system foundation tables (i.e. buyers, City locations, translation table values, etc.);

Maintains Financial and HRMS internal process approval and access tables (operator to buyers, supervisors to employees, etc.);

Creates query, Crystal and nVision reports as needed;

Creates training manuals, train and support other users in query, Crystal and nVision reporting;

Processes and prints Accounts Payable checks;

Processes ACH transaction files;

Prints and distributes Payroll checks;

Processes, prints and mails billing invoices;

Assists in implementation of new applications or significant upgrades;

Assists in general PeopleSoft training and support;

Assists in development of custom PeopleSoft applications and processes;

Creates and balances weekly report of revenues and expenditures published in the Cedar Rapids Gazette;

Performs budget, asset data entry as necessary;

Fills-in/back-up members of the accounts payable, payroll and accounts receivable teams;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Processes and distributes standard reports as needed;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of the principles and practices of enterprise application software and utilities used as tools of program development;
Good knowledge of financial enterprise applications and common office tool software;
Good knowledge of accounts payable and payroll functions;
Good knowledge of business arithmetic;
Ability to handle confidential administrative information with tact and discretion;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Associate's Degree in Information Services or Computer Science or a closely related field; and
Considerable experience in supporting financial systems; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in the general office environment and visit other work sites in the City.