MAJOR FUNCTIONS

This is functional and technical work with the primary task of interfacing data into the financial system, assuring sufficient budget for the expenses, if applicable, and assuring that the expenses or revenues are assigned to valid accounts. The employee researches and corrects errors and works on every aspect of the processes required to assure the data from the financial and sub-systems balance and the required interfaces are in place before monthly closings occur. The incumbent contacts department managers and staff as needed to correct problems found through the use of queries, system reports, etc. Work is performed under general supervision with review to insure conformance with prescribed policies, procedures and common practices. Work may also be reviewed through reports, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Verifies, reconciles, and corrects electronic data essential to the City's accurate monthly financial records. Imports journals, performs edit checks, budget checks, and posts journals to the financial system. Clears errors through research and/or discussion with department staff. Runs queries and reports to assure the integrity of data being interfaced into the financial system. Prepares and posts journal entries. Works closely with functional systems specialists on interfaces, journal entries, and queries as needed to balance and debug issues related to the affected areas. Assists with planning and executing various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Performs related duties as required

Other Important Duties

Serves as a team member on various departmental project teams as needed. Assists the Financial and Systems Analysts as needed with special projects.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities And Skills

Knowledge of the principles and practices of accounting. Knowledge of various modules of the City's business systems and their relationship to the General Ledger application. Ability to analyze complex data and reconcile differences, explain variations, and determine corrections needed. Ability to understand and implement technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to run and analyze required queries and reports from relational database systems. Skill in operating microcomputers and related software programs and applications, such as Access, Excel, Word, etc., that are necessary for successful job performance. Must possess skills necessary for good customer service.

Minimum Training And Experience

Possession of an associate's degree and three years of work experience that includes the use of a relational database system, or an equivalent combination of training and experience.

Necessary Special Requirements

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Established: 05-29-04
                07-13-09*
                08-22-15
                02-09-22