

Florida State Courts System

Class Specification

Class Title: Senior Accounting Systems Analyst

Class Code: 6645

[Pay Grade: 25](#)

General Description

The essential function of the position within the organization is designing, planning, implementing, evaluating, and enhancing the State Court System (SCS) financial accounting system, applications, software, local area networking, and communications components for end users, including training. The Senior Accounting Systems Analyst works independently under general supervision.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Acts as liaison for new computer systems; supervises, coordinates and assists in system development, testing, data conversion and mapping, implementation strategy, and establishing of training guidelines; performs research of current technology and systems.

Serves as a lead staff and liaison between the SCS and Department of Financial Services in development of new financial systems.

Coordinates with help desk to resolve system problems; serves as security administrator for the area of responsibility.

Provides end user support for computer hardware/software issues and mainframe applications.

Performs ad hoc reporting for state court financial offices in compliance with applicable guidelines and regulations.

Acts as technical advisor and takes the lead in keeping ASD staff updated on system changes and implementation of accounting systems; coordinates scheduling of accounting systems and fiscal year-end-closing procedures.

Assists in development of accounting policies, procedures, and standards based on statutory law, state and federal regulations, and generally accepted accounting principles; reviews accounting systems for compliance.

Provides broad oversight and guidance to other departmental personnel, including training, monitoring, and assigning and evaluating work.

SENIOR ACCOUNTING SYSTEMS ANALYST

Plans and conducts training for court staff statewide in the operation of accounting systems, use of computer-based accounting methods, and accounting codes and code structures.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Counsels or instructs/trains others through explanation, demonstration and supervised practice or makes recommendations based on technical expertise.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or analysis of moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

SENIOR ACCOUNTING SYSTEMS ANALYST

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as complex custom accounting applications.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in accounting, finance, computer operations or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Four years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None