

ACCOUNTING SYSTEMS ANALYST 6630

Distinguishing Characteristics of Work

This is responsible professional and technical accounting computer applications work in developing, implementing, and enhancing the financial and administrative operations of the State Courts System. The Accounting Systems Analyst is responsible for implementing and troubleshooting the Report Distribution System (RDS) to provide on-line SAMAS reports, and trains users of the RDS. The Accounting Systems Analyst coordinates implementing multifaceted electronic projects such as the Florida Accounting Information Resource (FLAIR), and trains users of this system which includes payroll, budget, and financial statement packages. The Accounting Systems Analyst acts as liaison with the State Comptroller's office to implement a variety of automated financial and accounting programs such as the automated travel system. The Accounting Systems Analyst is also responsible for programming automated systems to provide special and ad hoc reports. The Accounting Systems Analyst works with all levels of State Courts System personnel, State of Florida Comptroller's office, and computer vendors. The Accounting Systems Analyst works under the general supervision of the Chief of Finance and Accounting.

Education and Training Guidelines

Bachelor's degree from an accredited four year college or university with a major in accounting, finance, business administration, or a related business area, and three years of experience in accounting and automated accounting systems.

A Master's degree in accounting, finance, or business administration, or a C.P.A. certificate may substitute for one year of the recommended experience.

Progressively responsible experience in accounting and automated accounting systems may substitute for the recommended education on year for year basis.

Knowledge, Skills, and Abilities

Knowledge of basic accounting principles, practices, and procedures. Ability to analyze accounting data. Ability to communicate clearly and effectively. Ability to work with personal computers. Knowledge of and ability to use the Report Distribution System, SAMAS Transactions, and SAMAS Natural. Ability to use spreadsheet applications such as QuattroPro. Ability to evaluate accounting applications software. Ability to train users of accounting systems, and troubleshoot and resolve accounting systems errors.

Effective: October 1, 1996