

Florida State Courts System

Class Specification

Class Title: Accounting Systems Analyst

Class Code: 6630

[Pay Grade 19](#)

General Description

The essential function of the position within the organization is to develop, implement and maintain technical accounting computer applications and computer hardware to enhance the financial and administrative operations of the State Courts System. The position is responsible for supervising, coordinating and assisting in system development and implementation; serving as security administrator; providing end user support, including statewide training; acquiring, creating and maintaining data files to provide support with accounting functions; assisting with policy and procedure development, and reporting. The position works under general supervision independently developing work methods and sequences.

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 training guidelines; performs research of current technology and 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.

Acquires, creates and maintains data files for accounting support; maintains and supports changes to the Finance and Accounting webpage; provides assistance in purchasing computer equipment and software.

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Acts as technical advisor and takes the lead in keeping Administrative Services Director 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 statutes, 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.

Maintains current accounting codes and financial data structure of the FLAIR accounting system for State Courts System.

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.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

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

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

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.

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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.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss 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, other units, and external customers.

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.

Three years of related experience.

Working knowledge of FLAIR, RDS and MRE information systems of the Bureau of State Payrolls.

Licenses, Certifications, and Registrations Required:

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

None