County of Erie
MARK C. POLONCARZ
COMPTROLLER

EMPLOYMENT ANNOUNCEMENT
OFFICE OF ERIE COUNTY COMPTROLLER

SYSTEMS ACCOUNTANT

The Erie County Comptroller's Office is soliciting resumes and letters of interest from prospective applicants for the position of SYSTEMS ACCOUNTANT.

The position is in the Division of Accounting. This is a competitive position in the classified civil service. There is no existing Civil Service list for the title and a provisional appointment will be made until such time as the New York State Civil Service Commission and Erie County Department of Personnel schedule and hold an examination.

The position is Job Group XI, starting salary $41,870, with a longevity step increase to $44,541 after six months and annual longevity step increases thereafter.

Please find attached the position description, including the requirements for the position.

Interested applicants should complete the Erie County Application for Examination or Employment at http://www.erie.gov/employment/pdfs/emplapp.pdf and send that application along with letter of interest and their resume to: Erie County Comptroller Mark C. Poloncarz, 95 Franklin Street, 11th Floor, Buffalo, New York 14202, Attention: Timothy C. Callan.

For any questions concerning this position, please contact Timothy C. Callan, Associate Deputy Comptroller, at (716) 858-8404 or via electronic mail at callant@erie.gov.

The County of Erie is an equal employment opportunity employer.

June 3, 2009

ERIE COUNTY OFFICE BUILDING • 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202
TELEPHONE: (716) 858-8400 • FAX: (716) 858-8507 • INTERNET: www.erie.gov

Rev. 3/85
Erie County
E-073
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JG XI
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SYSTEMS ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing professional accounting systems analysis work; assisting in the design, development and implementation of accounting systems controls and applications pertaining to an integrated financial management system. Work is performed under the general supervision of the Senior Systems Accountant and other higher ranking employees. The incumbent may train and/or supervise lower level accounting and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Conducts studies and makes evaluations of existing departmental accounting operations, fiscal controls, accounting standards and forms, in both computerized and non-automated accounting systems;
- Participates in the design and development of all types of accounting systems controls and applications, and works with the Division of Data Processing in the design and technical development of computerized applications;
- Prepares work papers, schedules, statistical summaries, and formal reports concerning accounting systems analysis and design;
- Assists in testing accounting controls incorporated into computerized and non-automated fiscal control systems;
- Assists in orienting and training departmental personnel prior to and during the conversion to new accounting systems and works with departmental personnel during the conversion process;
- Acts as departmental liaison with the Division of Data Processing on matters requiring daily attention such as scheduling work, and assuring the quality control of data input and output; and
- Participates in discussions relating to fiscal matters, systems review plans, and findings with departmental personnel; Prepares written modifications and additions to the IFMIS Procedure Manual *[since supplanted by the SAP system]*, Comptroller's Accounting Manual and the Central Input/Output Standards and Procedures Manual, updates all departmental manuals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of theory and practices of governmental accounting as set forth in the Uniform System of Accounts for Counties (USAC) ; good knowledge of modern financial accounting practices and procedures as set forth in GAAP and GAAFR; good knowledge of the principles, methods and techniques of modern electronic data processing equipment; working knowledge of the techniques and processes involved in system analysis, design and implementation; ability to examine accounting procedures and to assist in the installation of revised accounting systems; ability to prepare accurate and

concise reports; ability to communicate effectively, both orally and in writing; a high degree of accuracy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Business Administration or related field including or supplemented by a minimum of 24 semester credit hours in accounting and four (4) years of accounting experience, at least (1) year of which must have been in the area of systems.

NOTE:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration may be substituted for one (1) year of the required accounting experience, but may not be substituted for the required experience in the area of systems.

Examples of acceptable accounting experience are full-charge bookkeeper*, junior accountant and similar positions. (*Bookkeeper responsible for a full set of financial records including General Ledger and all subsidiaries.)

Examples of unacceptable experience are: account-clerical experience and experience limited to posting, maintaining, examining or preparing one or more of the following: voucher register, sales register, cashbook, insurance register, accounts receivable ledger, accounts payable ledger, any other special journal or subsidiary ledger; or experience preparing income tax returns.

Accounting - recording, classifying, verifying, reporting and analysis of financial data.

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.