



Salt Lake County Job Description

Accounting Applications Analyst

DEPARTMENT: Mayor's Office

JOB CODE: 095 **GRADE:** 016

SALARY PLAN: TRD

SAFETY SENSITIVE: No

DIVISION: Mayor's Financial Administration/1022

FLSA STATUS: Exempt

EFFECTIVE DATE: 06/06/2016

JOB SUMMARY

Administers core business functionality of the County's asset management and accounts receivable systems. Provides and performs financial system support, accounting systems analysis tasks, and technical support for the performance of complex accounting tasks.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Computer Science, Information Technology, Information Systems or other closely related field plus, five (5) years data management, report writing, computer programming, or systems analysis experience in an accounting area or area closely related to these duties; or an equivalent combination of related education and experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Provides financial system support while maintaining security and user access to assigned systems.
- Serves as the Accounts Receivable Application Manager- subject matter expert-Troubleshooting, process improvement, technical mentoring, data integrity, mentoring, documentation and configuration.
- Serves as the PeopleSoft Asset Management Application Manager- Troubleshooting, process improvement, technical mentoring, data integrity, mentoring, documentation and configuration. Analyzes requirements and prepares specifications for complex accounting reports.
- Designs and writes Accounting reports using nVision, SQR, or BI Publisher.
- Writes complex PeopleSoft queries using query manager- development, data validation tool development.
- Unit tests reports for final user acceptance.
- Troubleshoots PS reporting problems and provides solutions.
- Liaises with County fiscal personnel to ensure proper training and deployment of Accounts Receivable functionality in PeopleSoft and integration with Asset Management.
- Collaborates with I.S. personnel on data management and optimization issues.
- Trains County fiscal staff on Query Manager, Reporting, and other financial reporting tools.
- Provides support and information to county fiscal personnel on the available financial tools, reports, and intranet sites.

- Provides advanced problem solutions and recommendations for improvements to accounting systems and procedures.
- Responsible for the submission of the State Transparency documentation for Revenue, Expenditures and ending balances to meet state compliance requirements.
- Assists in the annual audit and the preparation of the annual report.
- Assists accounting section with special projects and assignments.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Basic generally accepted accounting principles, with emphasis in the areas of governmental accounting and financial reporting
- Accounting department management techniques, processes, and procedures.
- Computer software related to job specific duties: PeopleSoft, nVision, SQR, BI Publisher, SQL, QMF.
- General office, administrative, and supervisory principles.
- General management and leadership principles and motivational practices.
- Current office practices and procedures.
- Business math and English.
- Auditing and Internal Control theory, procedures, and standards.
- Familiarity with budgeting procedures.

Skills and Abilities to:

- Communicate effectively both verbally and in writing.
- Present training on general accounting issues, advanced financial reporting, and information system issues.
- Effectively apply general accounting principles to complex specific situations.
- Follow oral and written policies, procedures, and instructions.
- Work independently and anticipate deadlines effectively.
- Prepare and maintain a variety of files and records.
- Establish and maintain effective inter/intra-division relationships.
- Analyze and solve complex accounting problems.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 06/16/2016 TF