



## Salt Lake County Job Description

### Accounting Applications Manager

**DEPARTMENT:** Mayor's Office

**JOB CODE:** 373 **GRADE:** 017

**SALARY PLAN:** TRD

**SAFETY SENSITIVE:** No

**DIVISION:** Mayor Finance/1022

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 01/16/2014

#### **JOB SUMMARY**

Administers core business functionality of the County's financial accounting system, and performs complex accounting, financial reporting, and financial analysis tasks.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting or Finance, plus four (4) years of related experience; OR an equivalent combination of related education and experience.

Preference may be given to individuals with previous accounting applications management 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.*

- Serves as business subject matter expert and resource to users of the countywide financial system. Works with Information Services, County fiscal managers, and Mayor's Financial Administration to ensure business requirements are met.
- Interacts with fiscal manager internal implementation and development teams to identify and propose solutions for accomplishing business objectives within the County's main financial systems.
- Oversees day-to-day operation and maintenance of the County's accounting system including the general ledger, chart of accounts, valid combination rules, and other on-going table maintenance.
- Prepares RFPs, coordinates the selection process, and implements new financial systems, and modules.
- Maintains, configures, and monitors core business processing and functionality in the countywide financial system, including the integration of other modules with the County's general ledger.
- Provides ongoing training to County users during implementation of countywide financial systems. Conducts post-implementation trainings, and other trainings as needed.
- Coordinates with Information Services and other principal users on the implementation and maintenance of all interfaces between the countywide financial system and other financial systems.
- Works with Information Services in developing security profiles in the County's financial system. Assists County users in obtaining security access from Information Services to appropriate financial information.

- Maintains critical financial system queries and trees to facilitate efficient access and analysis of accounting and financial information.
- Manages the business side of safeguarding County financial data. Coordinates and verifies County financial data is properly backed up at determined intervals, and ensures the data can be successfully restored as needed.
- Develops and maintains the County's financial system database for support of accounting and financial reporting. Configures the financial system to conform to evolving standards and pronouncements from governmental accounting and standards setting boards such as the GASB. Serves as resource to the financial reporting senior accountant in providing accounting information as needed, and in the form necessary to meet financial reporting requirements.
- Ensures County financial policies and internal controls are observed and consistent practices are used throughout the County to maintain integrity and accuracy of accounting information.
- Makes recommendations to improve efficiency and effectiveness of financial processes utilizing delivered functionality of the financial system.
- Compiles, analyzes, and presents relevant information for current financial issues; prepares complex written reports and oral presentations of the analyses and studies.
- Performs other accounting, financial reporting, and financial analysis tasks as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Advanced understanding of the County financial systems, including security, workflow, document management, table maintenance, system controls, and interface between systems
- Advanced understanding of PC-based electronic spreadsheet, word-processing, database and presentation software
- Advanced understanding of Generally Accepted Accounting Principles (GAAP), with emphasis in the areas of governmental accounting and financial reporting
- Computer software, hardware, servers, and databases related to job-specific duties
- Application and database backup and recovery
- General, government, and cost accounting principles, methods, and techniques
- Organizational principles and techniques
- Effective public relations
- Utah Code Annotated and related State and Federal rules and policies
- County policies, ordinances, and procedures

#### **Skills and Abilities to:**

- Perform effective project management
- Provide quality customer service
- Use computer software related to job-specific duties

- Perform financial analysis and interpretation
- Effectively use financial database programs
- Diagnose and repair database/application issues
- Remain current on technology changes
- Analyze and make recommendations for changes in procedures and financial processes
- Communicate effectively both orally and in writing
- Interact effectively with individuals at various levels and maintain positive working relationships with County agencies
- Effectively plan, organize, and perform tasks even under stressful situations
- Act independently and use sound judgment

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in a general office setting.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 01/16/2017/MB