



POSITION VACANCY NOTICE CITY OF KETCHIKAN

SPECIFICS

May 20, 2019

TITLE: FINANCIAL ACCOUNTING SYSTEM SPECIALIST

DEPARTMENT:	Finance	DIVISION:	General Accounting
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	351 / A – K DOQ	DUTIES:	See attached job description
HOURLY:	\$23.16-\$26.89 DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

College level course work or four years of directly related work experience in computer science or a related field; and two years of increasingly responsible automated billing systems experience desired.

ADVERTISING REQUIREMENTS

Position Closes: July 1, 2019 @ 5:00 PM

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Local Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT:
<http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

FINANCIAL ACCOUNTING SYSTEM SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision from the Controller, maintains and supports the City's financial accounting system by testing and updating the system; reviews, evaluates and creates procedures that impact the system; troubleshoots, trains and assists the users of the system; generates and distributes reports; and reviews and posts accounting data into the financial accounting system.

The Financial Accounting System Specialist is expected to exercise judgment; ingenuity and considerable independence of action in performing assigned duties, as well as a strong customer service orientation and interpersonal skill. The Financial System Specialist must perform these duties in a manner that reflects positively on the Utility and other departments of the City of Ketchikan. The Financial Accounting System Specialist is responsible for maintaining a level of professional expertise and image.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Works with the financial accounting system vendors and Information Technology staff to ensure that system upgrades and new releases are properly installed; tests system upgrades and new releases to ensure they are working as designed; coordinates changes with other departments and the Finance Department; orientates and trains all personnel in the use the financial accounting system, including the use of system upgrades and new releases.
2. Troubleshoots financial accounting system issues independently or in conjunction with financial accounting system vendors and Information Technology staff; implements solutions or makes recommendations to correct deficiencies in either the system programs or system designs.
3. Provides financial accounting system help desk and technical support to all departments.
4. Creates and maintains financial accounting system files, including the human resources, community development, utility management and financial management modules; works closely with vendors, management, and other appropriate agencies to ensure that new or revised rates are implemented properly and are correctly computed by the accounting system.
5. Reviews and posts system generated journals daily. Scans financial accounting system supporting documents into electronic archival system.
6. Maintains and manages the financial accounting system. Prints and/or distributes monthly accounting reports to departments.
7. Inputs and maintains user access and information in the financial accounting system.
8. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, practices, and activities of financial accounting systems.

Accounting, billing, purchasing and payroll system operations and transactions.

Mathematical principles and practices.

Principles and practices of customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as accounts payable financial systems, word processing, spreadsheets, and databases.

Principles and practices of data entry and retrieval.

Principles of business letter writing and basic report preparation.

Basic project management techniques.

General bookkeeping and accounting practices.

Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Think logically and perform exacting analytical work.

Work with abstract concepts.

Interact with the public, clients, and coworkers in a courteous, tactful, and efficient manner.

Handle stressful situations.

Work independently in the absence of supervision.

Plan and organize work to meet changing priorities and deadlines.

Understand and follow oral and written instructions.

Observe strict standards of confidentiality with regard to sensitive matters.

Use diplomacy and tact in giving out information and referring callers, both in person and over the telephone.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in computer science or a related field. Four years of directly related work experience may substitute for education.

Experience:

Two years of increasingly responsible computer science or automated billing systems experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; regular interaction with City and KPU employees, manufacturers, and vendors.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-51
Job Position Code:
Union: Yes/GGU
FLSA: Non-Exempt
Date Approved: September 24, 2015

Human Resources Manager Approval

City Manager Approval