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NASSAU COUNTY

**Title : ACCOUNTING SYSTEMS
SPECIALIST**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

**Code: 040180 CJA
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Competitive**

GENERAL STATEMENT OF DUTIES

Performs staff work in coordinating, devising, and implementing accounting systems compatible with electronic data processing requirements; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve the application of considerable judgment in recommending system modifications. Incumbent acts as liaison between the computer division, business office, and user department in the coordination of a unified data base computerized accounting system.

TYPICAL DUTIES

- * 1. Reviews operations, methods, and procedures regarding use of electronic data processing.
- * 2. Acts as liaison between the business office and programmers in implementing the use of new equipment.
- * 3. Devises programs as required by accountants for computer application.
- * 4. Instructs departmental personnel regarding access and use of new system.
- * 5. Directs the development, installation, and maintenance of departmental system.
- * 6. Recommends system modifications.
- 7. Prepares reports as required.

*** ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of unified data base computerized accounting system.
2. Considerable knowledge of the use and capabilities of data processing equipment in accounting applications.
3. Knowledge of potential uses, and/or limitations of electronic data processing equipment.
4. Knowledge of methods, principles, and practices of accounting.
5. Ability to translate departmental needs into appropriate systems in regard to making necessary modifications.
6. Ability to assist staff in detecting and resolving problems with system operation.
7. Ability to express oneself clearly and concisely, both orally and in writing.
8. Ability to establish and maintain effective working relationships with other departments and subordinate staff.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university, with major course work in Accounting, including or supplemented by three courses nine credits in the computer field
and

Five years of satisfactory experience working with a computerized accounting or auditing system.

Note: Six months of work experience, as outlined above, in excess of the five-year requirement, may substitute for a course in the computer field, on a one-course (three credits) for each six months work experience basis.

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