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**NASSAU COUNTY**

**Title : ASSISTANT ACCOUNTING  
SYSTEMS SPECIALIST**

**SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Code: 040185 CJF**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists in coordinating, devising, and implementing computerized accounting systems; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties involve the application of judgment in recommending system modifications. Incumbent helps act as liaison between the data processing center, the Business Office, and using department in the coordination of a unified data base computerized accounting system.

**TYPICAL DUTIES**

1. Assists in the review of accounting operations to recommend and implement computerized accounting systems.
2. Assists in training staff in use of computer hardware and software as used in Business Office.
3. Helps act as liaison between Business Office and the data processing center in implementing the use of new equipment, systems, and software.
4. Uses various software programs and other analytical tools as developed to automate accounting function in Business Office.
5. Reviews existing systems and operations in order to recommend system modification.
6. Prepares reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of the use and capabilities of computer hardware and software in accounting applications.
2. Knowledge of potential uses, and/or limitations of electronic data processing equipment.
3. Knowledge of methods, principles, and practices of accounting.
4. Ability to translate departmental needs into appropriate system in regard to making necessary modifications.
5. Ability to assist staff in detecting and resolving problems with system operation.
6. Ability to express oneself effectively, both orally and in writing.
7. 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 four

courses in the data processing field  
and

Two years of professional accounting experience working with a computerized accounting system.

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