



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 343.1

Job Title: **SYSTEMS ACCOUNTANT I**

Pay Grade: 20

### **GENERAL SUMMARY:**

Performs professional accounting systems analysis in the design, development and implementation of accounting system controls and applications involving financial management systems.

### **RESPONSIBILITIES:**

- Conducts studies and provides evaluations of existing departmental accounting operations, internal accounting controls, accounting standards and forms in both computerized and manual accounting systems.
- Participates in the design and development of accounting systems controls, procedures, forms and application theory.
- Prepares work papers, schedules, statistical summaries and formal reports relating to accounting systems analysis and design.
- Assists in testing accounting controls incorporated in computerized and manual financial control systems.
- Assists in the orientation and training of departmental personnel prior to, during and after the conversion to new or revised accounting systems.
- Coordinates with Management Information Services in the design and development of automated accounting systems and procedures.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Accounting, Business Administration, Management Information Systems or a closely related field.

#### **EXPERIENCE:**

Two years of professional experience in the area of financial systems are required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Systems Accountant I  
Systems Accountant II  
Systems Accountant III  
Systems Accountant IV

*Effective: October 1990*

*Revised: August 1992*