



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 343.3

Job Title: **SYSTEMS ACCOUNTANT III**

Pay Grade: 27

GENERAL SUMMARY:

Serves as project liaison and technical management support to various departmental personnel; and supervises, coordinates and schedules the personnel resources to accomplish tasks.

RESPONSIBILITIES:

- Acts as "lead" in managing and coordinating various assignments.
- Provides technical and management support.
- Manages, coordinates, evaluates and monitors personnel.
- Prepares and reviews project management reports and other special reports.
- Coordinates projects and administrative activities.
- Monitors and maintains quality control and security for projects and systems.
- Handles system inquiries from users.
- Monitors work plans.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Seven years of accounting experience, at least three of which must be related to supervising the development of financial systems, are required.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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