



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Systems Accountant	Job Code:	7001200	Job Grade:	F
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	County Treasurer	Loc. Code:	0410054	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:	C	EEO Code:	B01

Summary of Functions: Performs advanced accounting transactions to review financial information and implement and oversee the financial technology aspects of the department.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Reviews financial information and oversees the technology aspects of the department, to include assessment and implementation, upgrades and enhancement of electronic migration programs.	25	E
2. Develops automated financial systems, maintains familiarity with systems and establishes new departments on systems.	20	E
3. Represents the department at various meetings and participates in off-site visits to vendors.	20	E
4. Develops and re-engineers conversion from manual processes to electronic data format.	20	E
5. Develops scanning systems and technology and conducts testing of programs.	10	E
6. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Information Systems, Computer Science, Accounting, or in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Must possess extensive personal computer /mainframe and accounting software experience. Skilled in 10-key by touch.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting at a computer.

Hay Points/Point Factor:

KH: EI2: 200, PS: D3 (33) – 66, AC: C4R – 76, Total: 342, Profile: +1, KH/PS/AC: 58-19-23

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 12/2003

Approved by Civil Service Commission on

Date 2/16/2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.