

Job Opportunities

Job Title: Senior Management Systems Analyst

Job Number: 332630

Salary: \$35.18 - \$40.98 Hourly

Location: Seattle Municipal Tower, 700 5th Ave., Seattle, Washington

Job Type: Classified Civil Service, Regular, Full-Time

Shift: Day

Department: Finance and Administrative Services

Bargaining Unit: Not represented

Closing Date/Time: Tue. 08/09/11 4:00 PM Pacific Time

The City of Seattle Finance and Administrative Services Department (FAS) an internal services department that utilizes fund accounting, is seeking qualified candidates for Senior Management Systems Analyst. This position reports to the FAS Accounting Manager in the FAS Accounting and Budgeting Services Division. The position performs a variety of professional accounting system functions and tasks.

Job Responsibilities:

Act as resident accounting and financial systems expert and lead for system implementation, upgrade and enhancement; prepare and provide system related training, and research system issues; serve as system administrator

Design, develop, evaluate, document systems, internal controls and procedures, and identify and recommend process improvements; assist division management in developing work plans and goals to ensure departmental and division objectives and priorities are met

Assist Accounting Manager in the coordination with FAS Central Accounting and State Auditor's Office (SAO) for requests, inquiries, responses and year-end tasks and assignments

Prepare and develop financial statements and management reports; perform financial research and analysis

Develop system queries for standard and ad hoc reports to improvement efficiencies or automate processes such as using, maintaining and creating Macros

Qualifications:

Education: Bachelor's degree in business or public administration, finance, computer science or a related field (or a combination of education, training or experience that provides an equivalent background required to perform the work of the class)

Experience: Requires three years of experience in the research and analysis of accounting or financial systems.

Additional Information:**Desired qualifications:**

Equivalent of a BA in Accounting; working knowledge of Generally Accepted Accounting Principles (GAAP), applicable Federal, State and City laws, rules, and regulations; ability to develop and interpret administrative and policy guidelines and apply those guidelines and professional judgment to effectively resolve financial and accounting issues; experience with governmental budget processes

Excellent oral and written communications skills; ability to work closely with other accounting and financial professionals, management, other divisions, business units, and City departments; present complex material to varied audiences; develop internal controls; and develop policies and procedures.

Excellent customer service skills; and the ability to work under pressure on multiple, complex projects simultaneously; ability to shift work priorities quickly and work independently; and strong analytical skills

Technical proficiency in software applications, including Microsoft Access and Excel. A skilled assessment exam on these applications will be part of the interview process.

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