COMPUTER SYSTEMS OFFICER

NATURE OF WORK

This is specialized technical work in planning and controlling the operation of the Financial and Administrative Services computer systems.

The employee of this class is responsible for ensuring the efficient and effective operation of the Financial and Administrative Services systems. Duties also include identifying, testing and implementing systems revisions, ensuring that systems capabilities are utilized, assisting in new system evaluation and implementation, coordinating the fiscal conversion of records, providing advice to departmental staff, developing and presenting training seminars and preparing special reports. Supervision may be exercised over subordinate staff. The employee of this class has considerable contact with University staff and external professional support staff regarding the operation of the computer systems. Work is performed with considerable independence and initiative under the direction of the Accounting Office Manager. Work is reviewed through consultation and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and coordinates the activities of the computer systems; ensures the security of the systems; prepares schedules for system and batch output; requests the establishment of user accounts; contacts outside support services regarding password violations; ensures that restrictions regarding user access are enforced; contacts University professional and technical support staff regarding hardware requirements and technical problems.

Determines system modifications required as a result of revised fiscal/government regulations or system deficiencies/errors; discusses necessary program modifications with external professional support personnel; tests revised program and advises support personnel of the adequacy of changes; requests and implements further program modifications, as necessary; prepares appropriate amendment forms; updates and maintains control records; advises departmental users of revisions.

Ensures that systems capabilities are utilized; recommends appropriate implementation of underutilized system features; participates in the implementation of new systems; provides technical advice related to operational requirements; ensures that new system is compatible with existing systems; conducts operational tests; determines modifications required to customize system; consults with external support personnel regarding implementation of changes.

Coordinates the fiscal conversion of computerized financial records; ensures appropriate accounts are zeroed or carried forward; reviews reports generated to identify problems; tests system components and traces transactions to identify source of problems; initiates corrective action in consultation with support personnel; ensures that accounts are in balance.

Provides advice to departmental staff regarding the capabilities and limitations of the compute systems; investigates user problems and complaints; determines if problems or complaints are system/program related; discusses problems with professional support staff; performs test of revisions; advises departmental staff of modifications, and provides additional training as required.

Develops training programs to provide information to University departmental staff regarding the capabilities and operation of the financial records computer system; reviews departmental internal procedures and recommends improvements in efficiency; provides ongoing training to Comptroller's Office staff in the operation of computer systems; ensures that appropriate training is provided in specialized functions as required.

Discusses special reports required with departmental staff; develops programs utilizing specialized software; selects and implements appropriate parameters for the generation of reports and files.

Perform related duties as required.

REQUIREMENTS OF WORK

Considerable experience in coordinating computer systems applications, preferably in a financial accounting environment; graduation from a four year college or university with major course work in business administration or computer science; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the capabilities, limitations, uses and service requirements of the accounts payable, billings receivable and financial accounting systems and of related source documents.

Considerable knowledge of system production control techniques.

Considerable knowledge of accounting principles, reporting requirements and government regulations.

Considerable knowledge of common errors factors inherent in source documents and data entry and on-line operations.

Considerable knowledge of the operation, limitation and application of data processing systems to the maintenance of financial accounting records.

Considerable knowledge of electronic data processing coding practices necessary for programming instructions for computers and peripheral equipment.

Knowledge of statistical reporting and systems and procedures.

Knowledge of the principles and practices of office management.

Ability to assist in the development, implementation and revision of computer systems.

Ability to acquire familiarity with the Financial and Administrative Services systems and procedures.

Ability to understand and review program code to address complex requirements, using a variety of computer resources and languages.

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective working relationships with University staff and faculty and representatives of external agencies.

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