

Summary of Duties : Coordinates the computer based financial systems of the Controller's Office and other City departments with supportive data processing activities of the Information Services Department; conducts ongoing and periodic reviews of computer based financial and other systems of the City; under direction, enforces City-wide standards for data security and internal control safeguards; or plans, organizes and directs the work of employees engaged in such activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Fiscal Systems Specialist is distinguished from other accounting, auditing or data processing classes by the fact that a comprehensive knowledge of both data processing and accounting or auditing is required. The Fiscal Systems Specialist maintains surveillance of all computer-based fiscal systems in the Office of the Controller and City departments to insure internal control, accountability and protection of cash and other assets.

Example of Duties : Studies and evaluates reports supporting new financial systems; determines the need for new systems, changes or updating of existing systems, and develops and revises methods, procedures, control forms and input data to establish an adequate system of internal audit control; audits financial systems such as the Financial Management Information System, bond redemption and interest, retirement, payroll, mileage, check reconciliation, and revenue; directs or assists in drafting or revising data processing procedures, and assists in developing personal computer support applications to improve the usefulness of data processed City departments; trains others to use and interpret systems reports, to monitor systems and to gather and test information;

Reviews input and output data for accuracy and completeness; develops new systems; recommends program modifications; assists in debugging programs; establishes control totals and verifies their accuracy; coordinates the conversion to a new system which may include conducting classes, writing user manuals and procedures; may supervise others in performing this type of work; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the theory and practice of governmental accounting; a good knowledge of accounting systems, systems analysis and financial administration as they relate to the City of Los Angeles; a good knowledge of the uses and capabilities of

electronic data processing and peripheral equipment; a good knowledge of the laws and regulations governing the financial administration of the City; a good knowledge of sound supervisory principles and practices including planning, delegating and controlling the work of subordinates; training, instructing and evaluating subordinates' performance; counselling, disciplining, motivating subordinates; and grievance handling; a good knowledge of the supervisor's responsibility for Equal Employee Opportunity/Affirmative Action as set forth in the City's Affirmative Action Program; a good knowledge of safety principles and practices; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles; the ability to fulfill supervisor's affirmative action responsibilities as indicated in the City's Affirmative Action program; the ability to plan, organize and direct a comprehensive data processing system analysis; the ability to outline and prepare various types of financial reports; and the ability to analyze accounting systems of independent City departments and to recommend necessary changes consistent with sound accounting practice.

Minimum Requirements: Either

1. Three years of experience in accounting or financial auditing in a class at least at the level of Senior Accountant; and
 - a) Two years experience in analysis, design, and development of computer-based financial systems, or
 - b) Successful completion of 12 semester or 18 auarter units in system design and analysis or data processing from a recognized four-year college or university for each year lacking in requirement 1.a). Or
2. Three years of experience in systems analysis design, development or data processing in a class at least at the level of Systems Analyst; and
 - a) One year of professional experience in accounting or financial auditing; or
 - b) Successful completion of a total of 12 semester or 18 quarter units in acccounting or auditing from a recognized four-year college or university.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

License : A valid California driver's license is required.

Physical Requirement : Strength to perform average lifting of five

pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.