

Systems Accountant

Position Description

Directorate	Corporate Services and Asset Management	Department	Financial Services
Reports To	Principal Systems Accountant	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 6

Position Purpose

This position will support the Principal Systems Accountant in providing expert advice, delivering fit for purpose financial systems and undertake problem solving for management to assist in achieving departmental objectives.

Key Responsibilities and Outcomes

As a Systems Accountant and member of the Systems Accounting Team you will:

- Assist with the development and implementation of financial system solutions that match business requirements and undertake analysis of future application system requirements for Council.
- Act as a key point of contact for the Financial Services Department in relation to accounting systems matters and supplying financial information as required.
- Provide expert knowledge and advice in relation to the maintenance, enhancement, integration, testing and utilisation of financial system applications.
- Provide technical support to the Finance Team and at times working closely the other Departments to achieve outcomes.
- Performing the monthly financial rollover of Council's financial system.
- Undertake research, and design application system configuration, having regard for accounting systems design, information needs and organisational structure.
- Develop and implement financial analytics and periodic and ad-hoc financial reports that meet the individual needs of users in a timely and accurate manner across the Council.
- Assist in the financial year end roll over process to ensure a collaborative approach occurs across Council.
- Assist in the preparation of the annual budget and quarterly budget review systems and co-ordinate with the Principal Systems Accountant the associated reports for Council adoption.
- Build strong relationships with key stakeholders and work in a collaborative team environment to ensure efficient and accurate accounting system outcomes are achieved.
- Being supportive and assist in the successful delivery of the ERP transformation project.

- Ensure that when data moves through the financial system, it obeys accounting rules, maintains data integrity, has strong internal controls, and allows the month-end and year-end processes to run smoothly.
- The function will be the data custodian of the financial system ensuring when the data is used, it is managed and accessed appropriately aligning with strong governance principles and accounting standards

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Comprehensive knowledge and experience in accounting systems and standards, applicable legislation, industry best practices, and information technology applications.
- Substantial experience in the configuration, implementation and administration of major enterprise resource planning systems.
- Substantial experience in utilising Excel and systems report writing tools such as SQL and Crystal.
- Substantial experience in corporate planning activities within a large and diverse client focused organisation.
- Excellent project management skills, ability to manage conflicting priorities and meeting deadlines in a timely manner.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Degree in Accounting or Information Technology with developed specialised skills.
- Current 'C' class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.