**DEPARTMENT: FINANCE**
**GRADE 22**

## CHARACTERISTICS OF THE CLASS:

This is responsible professional work in computer systems, which performs advanced technical support in the design programming and implementation of financial systems.

Under the general direction of the Finance Director, the Financial Programmer assists in the support of the department's accounting software application and develops application programs to support financial operations. The Programmer also trains and assists users in accounting software and office software applications.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops programs for improved approaches to operating situations.

2. Documents and maintains the database schema and data dictionary.

3. Conducts meetings with the Finance Department staff regarding programming requirements.

4. Provides technical advice in the development of new or revised applications.

5. Provides training in the City's accounting software application to end-users.

6. Assists in the maintenance of the financial software system.

7. Provides the monthly financial statements and other reports as required.

8. Performs other duties and assumes responsibilities required by the Finance Director.

## REQUIREMENTS:
A.      **Training and Experience:**
        Bachelors degree from an accredited college or university in Computer Science or Accounting supplemented by complementary coursework and minimum 1 year programming experience.

B.      **Skills Knowledge, Abilities:**
        Programming knowledge of Access 97. Additional knowledge of Powerbuilder and SQL 7.0 preferred.
        Knowledge of operating systems such as NT 4 and Windows 95/98.
        Knowledge of and ability to apply concepts of systems analysis.
        Ability to work effectively with other employees and he general public.
        Ability to operate computer and peripheral equipment.

C.      **Physical Requirements: 3**
D.      **Environmental Requirements: 1**
E.      **Sensory Requirements: 2. 3, 8 9**