Financial System Accounting Administrator

Montgomery County Auditor's Office

Class Concept:

This role is responsible for the continued development of the Microsoft Dynamics 365 Finance & Operations Platform for the Auditor's office.

This role will advocate and maintain the Auditor's office role in maintaining generally accepted accounting practices within the financial system and in all county business operations.

This role performs responsible accounting administrative practices and other business analyses in support of operations and activities.

This role makes accounting recommendations for action and drives policy and procedure development and implementation.

This role assists in the development of Montgomery County goals by analyzing and researching accounting operations.

Job Duties:

Analysis and Testing

- Become an expert on internal accounting system functionality to facilitate and implement forward-thinking solutions, efficiencies, and improvements.
- Collaborate, understand, communicate, interpret, and document business processes and requirements as needed.
- Provide Accounting support for Microsoft Dynamics 365.
- Lead and manage team members to update and create regression test scripts for County processes and perform system & data validation testing tasks.
- Research and analyze aspects of existing accounting practices and procedures and propose process improvements.
- Lead cross-functional team meetings.

Support

- Provide oversight and backup of Help Desk activities.
- Begin providing backup for basic interface operations.
- Identify accounting system administration tasks: including workflow updates, refreshing databases and error monitoring.
- Provide accounting support services to Microsoft Dynamics 365 end users as needed via email/phone support and Video meetings.
- Understand, research, and resolve daily ad hoc operational questions for County users.
- Assist the accounting department with month-end and year-end processes.
- Assist with contact with technical staff and contractors as needed.

- Perform other related duties as required or assigned.

Training/Documentation

- Manage the development and maintenance of training materials.
- Provide end-user training and end-user support as needed for Microsoft Dynamics 365.
- Manage the creation of training videos for Microsoft Dynamics 365 users to provide updates, clarification to common user issues, etc.
- Participate in Microsoft Dynamics User Group meetings and meeting preparation.
- Provide support and advice to non-technical users.
- Create and develop other documentation as needed.

Leadership

- Provide professional accounting guidance to the Dynamics 365 Team.

Preferred Qualifications:

- BA/BS degree in accounting.
- Minimum 5 years' experience as a government-sector accountant.
- Microsoft Excel Intermediate skill level or above.
- Experience with advanced formulas and pivot tables.
- Experience with modeling accounting process and translating requirements into an accounting application.
- Ability to take initiative while working with minimal supervision and under tight time limits to accomplish tasks.
- Ability to work as a both a leader and a collaborator to effectively meet deliverable time limits.
- Willingness to align work with team's priorities and goals.
- Ability to develop and maintain positive, collaborative working relationships with team members within the department and throughout the organization.
- Strong analytical, problem-solving, and troubleshooting skills and keen attention to detail is extremely important.
- Ability to influence, negotiate and build consensus.
- Ability to make presentations at meetings and train system users at all levels within the organization.
- Strong organizational skills with the ability to multi-task and set priorities.

Salary $125,000 - $150,000 (depending on qualifications)

Email Cover Letter and Resume to loyb@mcohio.org to apply. Position open until filled.

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