

## SENIOR SYSTEMS ACCOUNTANT POSITION DESCRIPTION

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| Position Title   | Senior Systems Accountant                                          |
| Directorate      | Corporates Services                                                |
| Department       | Financial Services                                                 |
| Position No.     | 41,018.00                                                          |
| Classification   | Level Seven (7) – Level Eight (8)                                  |
| Awards Stream    | Queensland Local Government Industry (Stream A) Award - State 2017 |
| Reports To       | Manager Financial Services                                         |
| Last Review Date | October 2026                                                       |

### ORGANISATION SUMMARY:

|             |                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------|
| OUR VISION: | Helping to energise the world.<br>A region that feeds, powers and builds communities, now and for the future. |
| OUR GOAL:   | To pursue long-term sustainable futures for Isaac's communities.                                              |
| OUR VALUES: | Community Focus<br>Teamwork<br>Caring<br>Positive Work Ethic                                                  |

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

## DEPARTMENT SUMMARY:

The Financial Services department ensures an integrated approach to internal organisational services across the organisation. The Financial Services department is responsible for budget and statutory reporting, payroll, rates, financial assets, accounts payable, accounts receivable and accounting functions incorporating all operations of Council.

## POSITION SUMMARY:

Reporting to the Manager Financial Services, the Senior Systems Accountant will manage Council's financial software package to enable the provision of high level and comprehensive financial advice, financial planning, budgeting and reporting. The position will assist with the TechOne AMS Support Contract and provide support to Council in an effective and efficient manner, in accordance with Council's policies, objectives, and procedures as designated.

## DUTIES:

1. Coordinate ledger configuration, menu structure changes, system audit, and data integrity control in the Technology One application software system. Coordinate interface integration, testing of upgrades, and implementation of enhancements for Technology One application.
2. Consult with relevant departments to develop reports using data held in Council's systems to meet business and statutory requirements.
3. Undertake investigations / testing / implementation of available functions of software to promote business improvement through system efficiencies and involvement in business improvement initiatives and projects.
4. Provide specialist accounting, systems advice and solutions to changing business requirements, which have a financial impact or require integration into Council's financial system.
5. Document procedures on the use of Council's financial software.
6. Assist in annual audit of Council's accounts and attend to any queries raised by the internal and external auditors, where appropriate, and ensure that identified problems are acted on.
7. Scope, design and produce reports for all levels of Council. Liaise with program managers and other Council officers to identify report requirements and ensure changes to legislation are reflected in Council's reports.
8. Provide advice and assistance with data analytics to assist in monitoring and reporting financial information.
9. Assist with the TechOne AMS Support Contract, including service monitoring, stakeholder coordination and issue resolution.
10. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

## KEY COMPETENCIES:

### Essential Knowledge and Skills

1. Very strong understanding of accounting systems, computer concepts and programs.
2. High level of knowledge, application and ability to interpret accounting standards and legislation.
3. Highly developed interpersonal skills.
4. Applies strong analytical skills to problem solving and demonstrates initiative.
5. Ability to use Microsoft office-based programs.

### Experience

1. Knowledge of the Local Government Acts and Regulations, Australian Accounting Standards, Equal Employment Opportunity and Anti-Discrimination Acts.

2. Understanding of local government accounting procedures, guidelines and audit regulations, and local government award knowledge.
3. The incumbent will require considerable experience at a senior financial level and with knowledge of the current and emerging trends in budgeting, forecasting, management accounting, project management and report writing.

## Qualifications

**Mandatory** – this role requires the possession of:

1. Valid Driver Licence.

## Desirable:

1. Tertiary qualifications in business, finance, commerce or accounting or equivalent which allows membership to the Australian Society of Certified Practising Accountants or Chartered Accountants.
2. Demonstrated experience (3+ years) in a similar position would be highly regarded.
3. Experience with Technology One Enterprise Suite would be highly regarded.

## DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

## EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

## CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

|           | EMPLOYEE | DEPARTMENT MANAGER |
|-----------|----------|--------------------|
| Name      |          |                    |
| Signature |          |                    |
| Date      |          |                    |