



POSITION OPEN

INFORMATION SYSTEMS TECHNICIAN Finance

2124

PURPOSE OF CLASSIFICATION: The purpose of this classification is to assist in maintaining and entering data into Finance Department computer systems and data bases, writes reports and macros, updates, corrects, and maintains uniformity in vendor files, scans images and creates adobe files, inputs into accounting software and performs additional reconciliation and correction tasks as assigned by the Information Systems Coordinator. Knowledge of Lawson Software a plus, knowledge of Crystal Reporting and VB Macros for Office Applications necessary.

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Designs and updates web pagers using HTML and software tools. Updates, corrects, and maintains uniformity in vendor files, including correcting and tracking 1099 information, remittance addresses, and ship to addresses. Scans images and posts to web sites; gathers information from various sources for updating. Assists in revenue classification. Inputs into accounting software; posts various types of transactions including voids, correction of errors, addition of vendors, and receivables.

ADDITIONAL JOB FUNCTIONS: Responds to and reports immediately if called upon by local, regional or central office supervisors, as part of a coordinated emergency response by the Department of Health. Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS: Associate's Degree in Accounting, Computer Science, or related field; with two years of data systems experience; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must be proficient in Microsoft Office.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as personal computers, printers, telephones, typewriters, calculators, photocopiers, fax machines, and transcribers. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work.

SALARY: \$36,064.00 annually

DEADLINE: Applications must be received in the office by June 13, 2008 (4:30 p.m.)

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements

Non-discrimination: Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

APPLY TO:

Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.