Williamson County’s Accounting Department is seeking a full-time Accounting Database Administrator to work in the Administrative Office Complex. The Accounting Database Administrator will maintain ERP system by identifying and solving database requirements; implementing and maintain applications; document system components and user instructions. Other tasks include troubleshooting, training, and automating functions. Applicant will also support users and serve as technical advisor to accounting staff, while also working closely with internal IT Department. Job reports to Budget Director.

Must have advanced computer skills (installing patches/upgrades, running reports, writing scripts, maintaining roles and permissions of users). Person must have advanced experience and knowledge in Excel and SQL; preferred experience in Tyler Technologies Munis software. Person must be able to communicate effectively and have excellent time management skills, with the ability to work independently.

Educational Requirement: BS in Computer Science with minor in Accounting OR BS in Accounting with minor in Computer Science

Applicants for this position should have the qualifications and experience necessary to understand and perform tasks such as those listed above and other similar duties.

Pay Range 28.01/hr – 35.72/hr dependent upon education and experience

The Department Head or County Official reserves the right to consider applicants within his/her department or the County Government prior to considering other applicants.

Applications are available online https://www.williamsoncounty-tn.gov/jobs.aspx

Applications not fully completed may be disregarded.

Williamson County is an Equal Opportunity Employer
Williamson County Government
Job Description

Job Title: Accounting Database Administrator
Job Code: 2320
Department: Accounting
Reports to: Accounting Director (Budget Director)
FLSA Status: Exempt
EEO Code: B
Prepared by: NGraham/KRoos
Issue Date: 1/17/2020

The intent of this job description is to characterize the typical tasks performed by individuals in this position and should not be considered an all-inclusive listing of work requirements and duties. Other tasks may be assigned at the discretion of management including work in other functional areas. All Employees must have legal authorization to work in the United States.

Job Summary: Maintains database by identifying and solving database requirements; supporting users and serving as technical advisor to staff; implementing and maintain applications; documenting system components and user instructions.

Essential Duties and Responsibilities:
1. Identifies database requirements by interviewing end users; analyzing department applications, programming, and operations; evaluating existing systems and designing imports.
2. Maintains ERP (Enterprise Resource Planning) database performance by installing application patches and upgrades on a regular basis, and upgrading administrative tools and utilities. Configure and add new services as necessary.
3. Collaborate with a variety of internal and external parties(co-workers, State and or Federal agencies, other end users) for the purpose of providing/and or receiving information and ensuring project success.
4. Recommends solutions and oversees database physical structure and functional capabilities, database security, data back-up, and recovery.
5. Performs periodic performance reporting to support capacity planning.
6. Prepares end users by conducting training; providing information; troubleshooting and resolving problems.
7. Provides information by answering questions and requests and providing reports for departmental end users.
8. Supports database functions by designing and coding as needed. Developing individual end user reports as needed.
9. Maintains quality service by establishing and enforcing organization standards. Establish process for creating, changing and removing users. Setting up user roles and workflow.
10. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies.
11. Communicates effectively with other departments. Maintains close working relationship with Information Technology Department.
12. Attends meetings as required.
13. Performs other duties as assigned.

Supervisory Responsibilities: None
Examples of Knowledge and Skills Required:
- Excellent organization and effective communication skills (both verbally and in writing)
- Experience with supporting multiple projects/task simultaneously
- Experience with Tyler Technologies MUNIS software (preferred)
- Advanced proficiency in Excel and SSRS (SQL Server Reporting Services)
- Advanced Windows OS knowledge and advanced Microsoft Office suite knowledge
- Knowledge in T-SQL, VC#, ASP.NET Core, PowerShell, and VBA
- Ability to work independently and possess excellent time management skills
- Great problem solving skills with attention to detail
- Knowledge of governmental accounting processes
- Knowledge of payroll administration

Education and/or Experience:
Bachelor’s degree (B.S.) from 4 year college or university in Computer Science with minor in Accounting
OR B.S. in Accounting with a minor in Computer Science

Experience with direct administration with relational databases primarily in Microsoft SQL environment

Certificates or Licenses Required:
A+ and Microsoft Certifications

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee is frequently required to sit, reach with hands and arms, talk or hear. Occasionally employee will stand, walk, kneel, crouch, or crawl.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of work is conducted in an office setting. Quiet noise level typical of basic office equipment such as printers, copiers, faxes, phones, etc.