

Systems Sector

Entry Level

Small Organization

- Bookkeeping
- Data entry
- Programming small database design
- Clerical duties
- Systems implementation

Large Organization

- Systems installation and implementation
- Programming small database design
- Processing spreadsheets and forms

Intermediate Level

Small Organization

- Systems and procedures development
- System analysis
- Set up and maintain networks and network applications
- Design financial models for organization

Large Organization

- Functional requirements for system enhancements
- System analysis
- Systems and procedures development
- Process re-engineering projects
- Business analysis
- Project leader or manager on small projects

Senior Level

Small Organization

- Financial systems design
- Business analysis
- Business re-engineering
- Project leader or manager on corporate projects
- Corporate systems and major software acquisition
- RFP preparation and insurance
- System selection
- Design corporate applications

Large Organization

- Senior business analysis
- Departmental or financial representative for large team projects
- Responsible for departmental applications