

**Finding Leaders**  
[www.findingleaders.com](http://www.findingleaders.com)  
Representing  
**Connect Information Technology Center (ITC)**  
**Vacancy Notice**

Connect Information Technology Center (ITC) in Valley View; Ohio (near Cleveland) is seeking applicants for the following positions:

Lead Support Specialist, Fiscal Services-Department Supervisor  
Support Specialist for Fiscal Services-Tyler Munis Software  
Support Specialist for Fiscal Services- State Software

These positions report directly to the Executive Director or the Lead Fiscal Supervisor and are responsible for the following:

- Facilitates and provides leadership for the effective collection, analysis, maintenance and report of client financial data and payroll processing services.

Essential Functions of the Lead Support Specialist Supervisor, Fiscal Services:

- Supervises Support Specialists
- Provide leadership and assist in the personnel management of the Fiscal Services department
- Provide training and guidance to Connect employees
- Promotes Connect as a premier service provider of financial, human resources and payroll services to organizations.
- Trains customers in the use and operation of software packages
- Develops training materials
- Represents Connect on state and national committees
- Responds to user questions/concern and rectifies problems

Essential Functions of the Support Specialists:

- Promotes Connect as a premier service provider of financial, human resources and payroll services to organizations.
- Trains customers in the use and operation of software packages
- Develops training materials
- Represents Connect on state and national committees
- Responds to user questions/concern and rectifies problems

The successful candidates must have a thorough understanding of accounting and or appropriate technology, at least an Associate's Degree, experience with current state accounting and payroll applications, presentation and training experience, problem solving ability and to be "on-call" for periodic tasks outside normal working hours.

Connect ITC offers a competitive salary and fringe benefit package. These positions will be filled as soon as possible when appropriate, strong candidates are identified. Candidates must be available to begin employment as soon as possible.

Additional Qualifications for all Positions:

- At least an Associate's Degree or higher with specific emphasis in accounting, finance and management of district finances
- Successful, strong team leadership skills and demonstrated ability to work cooperatively as a member of an administrative team
- Excellent verbal and written communication skills
- Strong interpersonal skills to relate effectively with administration, staff and user districts
- Ability to create and maintain an atmosphere of respect and trust

Interested candidates can apply by sending a cover letter detailing the position of interest and a resume to either:

- Paul Pendleton at [pendlent@aol.com](mailto:pendlent@aol.com), 216-225-2787 or
- Dave Laurenzi at [djlaurenzi@gmail.com](mailto:djlaurenzi@gmail.com), or 216-701-0065.

Additional information can be found at [www.findingleaders.com](http://www.findingleaders.com).