

**Connect**  
5700 West Canal Road  
Valley View, OH 44125

**Open Position: SUPPORT SPECIALIST, FISCAL SERVICES**

**Position Start Date: As soon as possible**

**Work Week/Year: Monday – Friday, 12 month/260 days**

**Performance Responsibilities:**

- Maintain proficiency in all Connect-supported fiscal services software, including 3<sup>rd</sup> party software
- Troubleshoot all Connect fiscal questions through phone, email and helpdesk points of contact
- Prepare training materials and other resources for Connect fiscal users
- Schedule and conduct meetings with various fiscal users, inclusive of Treasurers and their staff
- Expected to present trainings on a one on-one basis and in a group setting
- Provide districts with “On-Site” emergency assistance in the performance of fiscal services
- Work closely with Connect payroll personnel to ensure efficient and effective use of the current payroll software
- Ability to be “On-Call” for periodic tasks outside of normal working hours
- Maintain a working knowledge of current regulations and requirements for the operation of a school district fiscal office as prescribed by the Auditor of State Office, State Department of Education and Ohio Revised Code
- Works with underlying source data/programs to help resolve user’s questions
- All other duties as assigned by Connect Administration

**Minimum Qualifications:**

- Experience with payroll and payroll processing
- Experience with fund accounting
- Demonstrated ability to conceptualize, evaluate, prioritize and solve complex financial problems independently
- Demonstrated ability to establish working relationships with co-workers and function as part of a cohesive team
- Embodies high ethical standards and integrity
- Accepts responsibility for decisions and conduct
- Able to work in an interruption intense environment
- Proven ability to maintain confidentiality of privileged information
- Ability to develop training materials and supplemental documentation
- Ability to interact comfortably and confidently with the public
- Adaptable to performing new responsibilities as work environment changes
- Willingness to travel as directed
- Must be able to work in either the Elyria or Valley View Office

**Other Desirable Qualifications:**

- Group presentation and customer training experience in fiscal applications
- Helpdesk system support experience
- Associates Degree in Accounting or related skills substantiated by training and/or work experience

**Apply by sending your resume to [jobs@nccohio.org](mailto:jobs@nccohio.org)**

**Application deadline is Friday, October 21<sup>st</sup>, 2016**