



Connecting you with Technology 5700 W. Canal Road, Valley View, Ohio 44125

Open Position: Support Specialist Fiscal Services

Position Start Date: As soon as possible

Performance Responsibilities:

- Maintain proficiency in Uniform Schools Accounting System (USAS) and/or Uniform Schools Payroll System (USPS) as well as all Connect-supported fiscal services applications, including multiple 3rd party accounting software
- Assist in implementation and training of districts migrating to State Redesign 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
- 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 USAS and/or USPS or proven ability to learn new systems and processes
- Experience with fund accounting and/or payroll processing

- 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 and to multitask
- 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
- Must be able to work in Valley View Office and to travel locally as directed for meetings and trainings

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

Qualified candidates may submit their resume and application to Suzanne.Wilson@ohconnect.org with Fiscal Services Support Specialist referenced in the subject.

Connect is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.