



Your Partner For
Worry-Free Efficiency

1007 Cottonwood Drive
Loveland, OH 45140

Open Position: Fiscal Support Specialist

HCC (IT Center for Hamilton and Clermont counties) is seeking an experienced individual to be part of the HCC finance team. This is a new position with the goal of supporting local school district treasurer's office personnel with the eFinancePLUS software. This position will also join the fiscal team in supporting State Software, both classic and redesign.

Position Location: Negotiable – **HCC is open to remote office**

Compensation: Competitive pay & benefits; participation in SERS retirement system

Application Deadline: Until Filled

Position Starts: Negotiable

Employment Status: Full Time – Non-Exempt

Performance Responsibilities:

- Maintain proficiency in eFinancePLUS and State Software
- Assist in implementation and training of districts migrating to eFinancePLUS software
- Work with the team in troubleshooting eFinancePLUS request through email and helpdesk
- Prepare resources for all fiscal users (training materials, quick tips, how-to video's. etc.)
- Schedule and conduct meetings with fiscal staff, 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
- 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 Administration



Your Partner For
Worry-Free Efficiency

1007 Cottonwood Drive
Loveland, OH 45140

Preferred Qualifications:

- Experience with eFinancePLUS software
- Experience with State Software software
- Experience with 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

Please submit a cover letter and resume to:

Thomas Collins, Executive Director
Hamilton Clermont Cooperative
1007 Cottonwood Drive
Loveland, OH 45140
Email: tomc@mail.hccanet.org
513-728-7903