JOB POSTING

Fiscal Application Software Analyst

Northeast Ohio Management Information Network (NEOMIN)
528 Educational Hwy
Warren, Ohio 44483

Qualifications:
- Associate degree or equivalent combination of education and related technical experience**;** Bachelor's degree preferred.
- Knowledge of fiscal application software preferred.
- Knowledge of MS EXCEL required
- Such other qualities of academic, professional, and personal excellence as may be specified by the NEOMIN Governing Board.

Reports To:
- Executive Director / Designee

Job Goal:
- To ensure the consistent delivery and successful operation of fiscal application software at the Northeast Ohio Management Information Network through technical support, training, and documentation.

Performance Responsibilities:
- Interprets and resolves fiscal application software problems as they pertain to the fiscal systems **(State Software and eFinance Plus).**
- Acts as a backup liaison to vendors, Information Technology Centers (ITC)'s, Management Council of the Ohio Educational Computer Network (MCOECN), Ohio Department of Education (ODE), and the State of Ohio relating to hardware, software, and communication matters in the absence or in conjunction with the Coordinator of Fiscal Application Software.
- Utilizes NEOMIN's help-desk in fiscal application software by providing resolutions and feedback to NEOMIN member school districts and all other personnel in a timely manner.
- Assists in planning a yearly training schedule for NEOMIN member school districts.
- Assists in planning and testing software upgrades, enhancements, and new fiscal application software in coordination with the Coordinator of Fiscal Application Software, with appropriate NEOMIN Revision Control policy.
- Supports and backs up the Fiscal Application Software Specialist in the performance of his/her duties.
- Trains NEOMIN member school districts in the use and operation of fiscal applications software and reviews training evaluations with the Executive Director.
- Provides day-to-day technical support for fiscal application software for NEOMIN member school districts including problem-resolution, data analysis, and data conversion.
- Participates in the State of Ohio NEOMIN Audit.
- Assists in testing the NEOMIN Business Continuity Plan on an annual basis.
- Creates or enhances documentation for NEOMIN member school districts in the use and operation of fiscal application software.
- Attends professional development training and trains appropriate NEOMIN staff.
- Creates or enhances NEOMIN specific documentation and procedures for Management and all appropriate NEOMIN personnel.

- Participates in the fiscal application software user groups and provides feedback to Management.
- Assist in implementation of eFinance Plus software for all our districts. This includes creating spreadsheets for data conversions, loading data into eFinance Plus, verifying the data, training district users, creating documentation, and setting up auxiliary eFinance Plus applications.

Additional Responsibilities:
- Performs such other duties as may be directed by the Executive Director or the NEOMIN Governing Board.
- Adheres to the NEOMIN Constitution and Service Level Agreement, and NEOMIN policies.
- Understands all aspects of said position needed to properly perform job assignment.
- Promotes among NEOMIN member school districts the concept that we are part of the Ohio Educational Computer Network and support the goals of the organization.
- Exhibits effective interpersonal communication skills.
- Demonstrates ethical behavior in interpersonal relationships and works cooperatively with all levels of personnel.
- Demonstrates timeliness in completing projects, attending work, and delivering reports and documentation.
- Exhibits leadership and initiative in project development.
- Is on-site during non-business hours as directed by the Executive Director, or Associate Director, or as self-determined by priority of the issue.
- Travels as needed.

Specific Responsibilities and Qualifications:
- Ability to troubleshoot payroll and accounts payable problems with district fiscal staff as necessary
- Ability to troubleshoot and assist district fiscal staff with monthly balancing
- Ability to create detailed documentation and provide training, both via remote tools and in person, for district fiscal staff as needed
- Proficiency in Microsoft Excel functions such as formulas, VLOOKUP, and pivot tables is strongly preferred
- Experience with Cognos Report Writer for use with eFinance Plus is desired
- Experience with conversions and implementations of eFinance Plus and State Software Redesign is preferred

Compensation: Commensurate with education and experience

Application Process:
All interested applicants should submit a resume and cover letter to:

Brian Greathouse
Executive Director, NEOMIN
brian.greathouse@neomin.org