**Position Vacancy Announcement**

Position: Fiscal/EMIS Support Specialist (Shared Position)

Deadline: Until Filled

Salary: Commensurate with training and experience

Contact: Tri-County Computer Services Association (TCCSA)

Additional Information

The Tri-County Computer Services Association (TCCSA) and other ITC(s)has an immediate opening for a Fiscal/EMIS Support Specialist. Please submit a letter of interest and resume via e-mail to vacancy@tccsa.net.

TITLE: Fiscal/EMIS Support Specialist

REPORTS TO: Executive Director and assigned Manager or Team Lead

EMPLOYMENT STATUS: Full-Time (12 months) – Evaluated Annually

FLSA STATUS: Non-Exempt

GENERAL DUTIES: Provide direct support to district(s) as assigned.

Keep the Executive Director and assigned Manager or Team Lead informed of current activities and emerging issues.

SPECIFIC DUTIES**:**

* Provides assistance to districts in the operation of Fiscal/EMIS applications
* Provides guidance in Fiscal/EMIS service business processes and operations to TCCSA districts
* Provides guidance to districts in the definition and administration of district policies and procedures relative to Fiscal/EMIS applications
* Provides helpdesk support and training for Fiscal/EMIS applications and work at a fast pace
* Participate in regional and state meetings, committees, conferences and workshops. Prepare information for group presentation and discussion at meetings
* Assists TCCSA with procedures and software related to data operations within the Fiscal/EMIS service operations

QUALIFICATIONS:

* Thorough understanding of payroll and accounting practices and concepts
* Basic understanding of inventory control, personnel management, and contracts software and procedures
* Knowledge and skill in operating in a web-based client/server application
* Strong Excel skills
* Strong time management and communication skills
* Strong skills in data structures, databases, and database report writer applications (Cognos)
* An innate quality of thinking from a logical/programming perspective
* Experience in Powerschool eFinancePlus ERP solutions and EMIS procedures
* Strong problem solving and troubleshooting skills
* Knowledge of and staying updated on rules and regulations such as but not limited to EMIS, STRS, SERS, IRS rules
* Ability to transfer knowledge in a user-friendly manner and multitask