

Position Vacancy Announcement

Position: Fiscal Support Specialist
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) has an immediate opening for a Fiscal Support Specialist. Please submit a letter of interest and resume via e-mail to vacancy@tccsa.net.

TITLE: Fiscal 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 TCCSA 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 TCCSA districts in the operation of fiscal applications
- Provides guidance in fiscal service business processes and operations to TCCSA districts
- Provides guidance to TCCSA districts in the definition and administration of district policies and procedures relative to fiscal applications
- Provides helpdesk support and training for fiscal applications
- Participate in regional and state meetings, committees, conferences and workshops. Prepare information for group presentation and discussion at TCCSA meetings
- Assists TCCSA districts with procedures and software related to data operations within the fiscal 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 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
- Strong problem solving and troubleshooting skills
- Knowledge of and staying updated on rules and regulations such as but not limited to STRS, SERS, IRS rules
- Ability to transfer knowledge in a user-friendly manner
- Ability to multi task and work at a fast pace
- Strong communication skills