



EMPLOYEE NAME: _____

Created: 4/12; Revised: 10/12; 4/13; 7/14; 7/15; 12/15; 6/18; 12/18; 6/19; 4/21; 6/21; 4/24:

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Financial Systems	JOB CODE: 465B
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Systems & Capital Assets	WORKDAYS: Annual Administrative Employees
REPORTS TO: Director of Financial Systems & Capital Assets	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the Financial training and Systems staff; Oversees and contributes to the design, development, delivery and publishing of Financial Services training curriculum; Coordinates, conducts and develops software process training for Munis ERP software and Eleyo Childcare Management for District School and Central Office End Users; Serves as primary contact to Financial Services Directors for training and documentation needs; Responsible for the management of the Munis and Eleyo system management, end user support, system upgrades and new financial system implementations, including collaboration with Technology Services and software vendors to evaluate and resolve software issues; Oversees Financial Services Intranet and Training SharePoint sites, and manages the ISC Training Room and equipment.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in Instructional Technology, Technical Communications, MIS, or related field	
2.	Certification/License Required: None	
3.	Experience: 3 years Training/Course Development Experience	
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities	
5.	Knowledge, Skills, & Abilities: Written and oral communication; organizational and interpersonal skills; presentation skills; ability to work independently, familiar with financial/accounting software and concepts; Camtasia, and Office 365: SharePoint, Teams, OneNote, Word, Excel, PowerPoint; experienced in the development and delivery of training curriculum via classroom and/or online, website construction and maintenance; excellent leadership skills; use of classroom interactive technology.	

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises the Financial Systems staff and responsible for completing staff annual evaluations.
3.	Manages training initiatives and the ongoing development and maintenance of training curriculum while ensuring adherence to the Financial Services publishing standards.
4.	Develops, conducts and coordinates software process training for Munis ERP software and Eleyo Childcare Management for District School and Central Office End Users;
5.	Prepares annual training and stakeholder meeting calendars, training plans and proposals.
6.	Serves as the primary liaison to the Financial Services Directors and management staff for the development of District Financial Services training initiatives; Collaborates with District Leadership to identify and evaluate additional opportunities for Financial Training modules and platforms.
7.	Designs, develops, delivers, maintains, and publishes Financial Services training materials and videos to support District level classroom, blended and online financial professional development and soft skill courses.

8.	Oversees Financial Services Intranet and Training SharePoint sites; Evaluates opportunities for improvements; Coordinates with District Webmasters to update and redesign appropriate applications and websites when necessary.
9.	Manages the maintenance of the ISC Training Room, including scheduling, monitoring hardware/software updates, submitting work orders, ensuring an orderly learning environment, and assisting with equipment refreshes.
10.	Collaborates with the Director of Financial Systems & Capital Assets and District staff on the design, development, and implementation of functional/technical training specifications to support various District projects including the development of customized training curriculum and the delivery of focused District workshops in support of project initiatives.
11.	Oversees the Financial Systems team ensuring best practices in the administration of the Munis software and its sub/integrated systems including Tyler Hub, Tyler Content Manager, Employee and Vendor Self Service, Quatred Scanners, and the associated mobile applications of MyWork, FieldSheet and ESS as well as collaboration with CCSD Technology on Munis Server Management.
12.	Oversees the management of Munis end user support and various support channels, including customer care webhelp tickets, to facilitate resolution to system access/configuration requests and issues; Oversees scheduled Munis system maintenance downtime and communications.
13.	Assists Director of Financial Systems & Capital Assets with the management of Munis system upgrades, including user acceptance testing, resolution to testing and process issues and the evaluation of new Munis functionality.
14.	Oversees Eleyo Childcare Management software Central Office, ASP Directors, ASP Clerks and ASP Bookkeeper end user support, including the collaboration with vendor to ensure quick resolution to system issues with minimal downtime.
15.	Assists the Director of Financial Systems & Capital Assets in the execution of Financial Services and District Wide Finance and Technology projects/initiatives.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____