

EMPLOYEE NAME: _____

 Created: 12/00; Revised: 11/01; 1/03; 6/03; 5/04; 9/04; 7/05; 1/08; 9/09; 5/10;
 2/11; 5/11; 10/12; 3/13; 4/13; 7/14; 7/15; 9/15; 12/15; 6/18; 12/18; 6/21; 01/23; 04/23; 04/24

JOB DESCRIPTION

POSITION TITLE: Financial Systems Coordinator	JOB CODE: 466E
DIVISION: Financial Services Division	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Services & Capital Assets	WORKDAYS: Annual Administrative Employees
REPORTS TO: Financial Systems Manager	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with the scheduling, coordination, preparation, and delivery of Financial Systems training; Assists in the administration and support of the Eleyo Childcare Management System; Assists in the administration and support of the Munis system and related sub/integrated systems; Assists in the scheduling and management of the ISC Training Room and Equipment; Assists with updates and audits of the Financial SharePoint training/reference sites.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of senior level clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office proficiency, specifically with Excel and SharePoint; organizational, interpersonal skills; ability to work independently; detail and deadline oriented; proven problem solving and customer service skills, positive attitude, and exceptional level of professionalism. Munis experience preferred.

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.	Assists with the scheduling, coordination, preparation and delivery of Eleyo Childcare Management, Munis System and other Financial Services training initiatives.
3.	Configures the Eleyo system for new school year, conducts ongoing research of missing student IDs/data sync issues, establishes new Eleyo user accounts, generates financial reports, and performs regular system access audits to validate data integrity.
4.	Monitors Eleyo Support channel; Provides end user/troubleshooting support to ASP Staff, Local School Accounting/Internal Compliance and Alternative Education.
5.	Assists in the support of Enterprise ERP/Munis system, including monitoring of support channels, and execution of end user system testing and conducting keyer and/or approver training.
6.	Develops and delivers Eleyo Childcare software and ASP Operating and Financial procedure training for ASP Directors, ASP Bookkeepers and ASP Clerks.
7.	Collaborates with Local School Accounting on the publishing/maintenance of training documentation and videos for bookkeepers, backup bookkeepers and ASP personnel and coordinates bookkeeper training with various Financial and Business Services teams.
8.	Assist in the coordination of annual stakeholder meetings, creation of presentation agendas, confirming speakers, and securing snacks and refreshments.

9.	Monitors Munis system support tickets and works with Financial Systems Manager and vendor to resolve system issues.
10.	Assists in the scheduling and management of the ISC Training Room and Equipment.
11.	Assists with regular review of Financial Services forms, Parent resource Guides, SharePoint training/support resource site content and collaborates with department stakeholders to ensure content is current.
12.	Responsible for department payroll processing through CTMS.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____