COBB COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Financial Systems Specialist	**JOB CODE:** 466D
DIVISION: Financial Services Division	**SALARY SCHEDULE**: Professional/Supervisory Support
DEPARTMENT: Financial Systems & Capital Assets	**WORKDAYS:** Annual Administrative Employees
REPORTS TO: Financial Systems Manager	**PAY GRADE:** Rank H (NK08)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Develops and delivers Munis ERP and Eleyo Childcare software training curriculum; Assist in the support of the Munis ERP system; Backup administrator for the Eleyo Childcare Management System; Coordinates and manages annual kickoff and ongoing training sessions; Develops and maintains SharePoint Training/resource sites; Assists in the development, delivery and publishing of technical and soft skill training curriculum and Financial Forms.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in Instructional Technology, Business Administration, Communications, Finance 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; presentation skills; organizational and interpersonal skills; ability to work independently; familiar with financial/accounting software and concepts; experienced in the development and delivery of training curriculum, Camtasia, and Office 365: SharePoint, Teams, OneNote, Word, Excel, PowerPoint

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.	Develops and delivers Enterprise ERP (Munis) software training for District, School, and Central Office Keyers and Approvers.
3.	Assist with Munis system upgrade efforts by testing Munis end user processes, validating system functionality, documenting testing issues, and updating gaps in procedural documentation.
4.	Coordinates training for various Financial Services and Business Services teams as requested.
5.	Provides backup administration, support and training for the Eleyo Childcare Management system.
6.	Coordinates annual stakeholder virtual and in-person meetings; creates and coordinates presentation agendas and secures speakers, venue and refreshments.
7.	Monitors Munis support channels, including Teams, email, web help tickets and phone calls to provide Munis end user support and assist in the resolution to system access/configuration requests and issues.
8.	Assists in the achievement of departmental goals through development, delivery and publishing of software, financial and soft skill training courses through classroom, online or webinar training sessions while adhering to the Financial Services publishing standards.
9.	Assists in management and maintenance of the ISC Training Room and equipment; ensuring the room is kept clean and the computer's hardware/software is up to date.
10.	Coordinates the annual review of Financial Procedure documentation with Financial Services Directors to ensure current Fiscal Year documentation is posted to the Financial University SharePoint site.
11.	Assists in the maintenance of the Financial Services SharePoint sites and Financial Forms.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____