



## **Fiscal Support Analyst**

### **QUALIFICATIONS:**

1. Experience and skill in the use of, or support of, the State Software Uniform School Accounting Systems.
2. Ability to write and communicate verbally with users of fiscal systems and central site personnel.
3. Ability to organize and present materials to groups in a productive manner.
4. Ability to serve as an interface between the State Software users of the system, central site technical staff, and State Software Development Team members.
5. Self-starter who enjoys learning and problem solving.
6. Exhibits effective and efficient problem-solving and time management skills
7. Respects privacy. Maintains the confidentiality of privileged information.
8. Associates degree or higher preferred.
9. Preferred experience in school accounting software.

### **RESPONSIBILITIES:**

1. Become an expert in support of State Software and all related systems for fiscal services.
2. Assist Fiscal Coordinator with organizing, scheduling, documentation, conducting training sessions and regularly scheduled "users" meetings as required to ensure an efficient, quality operation for all State Software users.
3. Maintain contact with State Software users on an individual basis as required to resolve problems in a timely manner.
4. Works with other Fiscal OECN ITC's and the State Software Development Team members, especially in the area of suggesting and reviewing proposed developments and enhancements requested by users.
5. Establish and maintain a system that provides a variety of vendor sources for printed forms at a reasonable cost in a timely manner to the State Software users.
6. Assumes responsibility for the results of delegated duties.

### **EVALUATION:**

Annually by the Executive Director.