

Fairfield Public Schools

Fairfield, Connecticut

Notice of Available Position

POSITION: Software Support Specialist

RESPONSIBLE TO: Director of Finance and Business Services

JOB DESCRIPTION: The Software Support Specialist provides overall support and report writing for all financial information including general fund, grants, food services and student activities. Assists central office and school personnel with generating reports and processing requests for information.

QUALIFICATIONS: Bachelor's degree in accounting or related field. Extensive experience with financial accounting systems, preferably MUNIS. Excellent computer skills and ability to retrieve information through report writing and Microsoft Excel. Minimum of 5 (five) years general ledger and/or financial reporting experience. School finance experience preferred. Ability to work independently, good organizational skills. Must have a thorough working knowledge of Microsoft Word and Excel. Incumbent must be able to keep confidential matters relating to personnel, students, administration and all other data as found in a school district.

SALARY: Commensurate with experience. 40 hours per week– 12 month position.

FILING DATE: Immediately.

CREDENTIALS REQUIRED: Forward letter of interest and resume to the Human Resources Department.

Ann Leffert
Director of Human Resources
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Fairfield, CT 06824 X-8462