

**FAIRFIELD PUBLIC SCHOOLS
SOFTWARE SUPPORT SPECIALIST**

Position Title:	Software Support Specialist
Department:	Business Office
Reports to:	Director of Finance and Business Services

SUMMARY: Provide overall software support and report writing for all financial information including general fund, grants, food service and student activities. Assist central office and school personnel with generating reports and processing requests for information. The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

Job Specific

- Maintain a thorough working knowledge of all financial software systems, currently MUNIS and EPES.
- Work with financial software companies, technology department and end-users to resolve work orders and other software operation issues.
- Establishes and maintains software operating procedures as systems are updated.
- Prepares standard financial reports and creates reports for special projects using Munis reporting tools and SQL Reporting Services.
- Assist district staff with the retrieval of data and provide training as needed.
- Promote the efficient use of all financial software systems to its fullest and train staff as needed.
- Provides information to the Director of Finance and Business Services in preparation of the annual budget, budget projections and special projects.
- Manage daily routine processes and ensures data integrity.
- Perform other duties and assume other related responsibilities as may be assigned by the Director of Finance and Business Services.

General

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position.
- Ability to reason logically, draw valid conclusions, and make appropriate recommendations.

QUALIFICATION REQUIREMENTS:

- 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 excel.
- Minimum of 5 years general ledger and/or financial reporting experience. School finance experience preferred.
- Ability to work independently, to organize work and to manage details.
- A thorough working knowledge of Microsoft Word and Excel.
- The ability to keep confidential matters relating to personnel, students, administration and all other data as found in a school district.

TERMS OF EMPLOYMENT:

- Full-time, 12 month position; 40 hours per week.

Revised 9/28/12