POSITION DESCRIPTION

TITLE: Fiscal Coordinator
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Manager of Information Technology, the Fiscal Coordinator will provide primary user support on the Fiscal/HR system, performing a variety of duties that require independent judgment and knowledge of District, departmental, and systems procedures.

ESSENTIAL FUNCTIONS:
1. Provide user support on the Fiscal/HR and related systems by analyzing user needs and making recommendations to administrators on the use of the system.
2. Communicate effectively with staff, and related vendors in person, by telephone, via E-mail, and in writing.
3. Maintain user documentation and provide application training to District staff (one-to-one and large group settings) on the Fiscal/HR system.
4. Work with Lead Fiscal Coordinator and departments to coordinate the Fiscal and HR processes for conversion to the WESPaC Fiscal/HR application.
5. Assist and coordinate with District employees in the use of the WESPaC Fiscal/HR system for all needs, including payroll preparation; accounts receivable/payable; personnel reporting; financial reporting; budget preparation; and all other related applications.
6. Set time lines and schedules for the District’s fiscal system related processes and State reporting as necessary.
7. Work with staff in setting system security procedures.
8. Coordinate the interchange of information between personal computer applications and the fiscal/HR information systems, as well as between the fiscal/HR system and external processes utilizing fiscal/HR information.
9. Maintain an up-to-date understanding of the overall operation of the department, including all standard software applications used by the District and a working knowledge of hardware.
11. Travel from location to location to assist users.
12. Travel to the Washington School Information Processing Cooperative (WSIPC), and other meeting sites in order to maintain an up-to-date understanding of the system.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Assist co-workers as necessary.
3. Perform special projects as requested.

PHYSICAL DEMANDS REQUIRED:
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (66-100%)
Reasoning (66-100%)  Multiple Concurrent Tasks (66-100%)  Training (33-66%)
Customer Contact (66-100%)  Detailed Work (66-100%)  Math (66-100%)
Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
1. A minimum of three years of experience in data processing and/or accounting, or equivalent training.
2. Two years of experience in school district accounting preferred.
3. Demonstrated project management and organizational skills and a commitment to follow through on tasks.
4. Demonstrated database report writing and skills in query processes required.
5. Demonstrated ability to work independently with minimal supervision.
6. Demonstrated training skills.
7. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated organizational skills and a commitment to follow through on tasks.
10. Demonstrated ability to communicate effectively.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Must be able to travel from location to location to assist users and attend various informational meetings out of the area.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

MINIMUM QUALIFICATIONS:
1. 260-261 Days Per Year (Includes Holidays)
2. 8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

Revised Date: 08/05/2008
Classification: Professional Technicians (PSE)
Class: Class VIII
Display on Web? Yes

Fiscal Coordinator