

**EMPLOYEE NAME:** \_\_\_\_\_

 Created: 12/00; Revised: 11/01; 1/03; 6/03; 5/04; 9/04; 7/05; 1/08; 9/09; 5/10;  
 2/11; 5/11; 10/12; 3/13; 4/13; 7/14; 7/15; 9/15; 12/15; 6/18; 12/18; 6/19; 04/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Financial Training Specialist	<b>JOB CODE:</b> 466D
<b>DIVISION:</b> Financial Services Division	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Financial Systems & Capital Assets	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Assistant Director, Financial Training & Systems	<b>PAY GRADE:</b> Rank H (NK08)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Develops and delivers Munis ERP and Eleyo Childcare software training curriculum; Conducts financial procedural and software training programs delivered via webinars, online training and classroom training; Develops and maintains SharePoint Training/resource sites; Assists in the development, delivery and online publishing of technical and soft skill training curriculum and materials.	

### REQUIREMENTS:

1.	Educational Level: Bachelor's degree in Instructional Technology, Communications, 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 software process training for Munis ERP software for District, School, and Central Office End Users.
3.	Collaborates with Director of Financial Systems & Capital Assets, Munis Administrator/Analyst, Financial Training Manager and Munis SME's on testing and documenting new Munis processes related to system upgrades and new module implementations.
4.	Coordinates training with various Financial Services and Business Services teams for School Bookkeepers.
5.	Develops and delivers Eleyo Childcare software and ASP Operating and Financial procedure training for ASP Directors, ASP Bookkeepers and ASP Clerks.
6.	Coordinates annual stakeholder virtual and in-person meetings; creates and coordinates presentation agendas and secures speakers, venue and refreshments.
7.	Collaborates with Local School Accounting on the publishing/maintenance of training documentation and videos for Bookkeepers, Backup Bookkeepers and ASP personnel.
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 Cobb Schools Finance University SharePoint site.
11.	Assists in the maintenance of the Financial Services SharePoint sites.

12.	Performs other duties as assigned by appropriate administrator.
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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_