COBB COUNTY
SCHOOL DISTRICT

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; 6/21; 01/23; 04/23

JOB DESCRIPTION

POSITION TITLE: Financial Training & Systems Coordinator	**JOB CODE:** 466E
DIVISION: Financial Services Division	**SALARY SCHEDULE**: Professional/Supervisory Support
DEPARTMENT: Financial Services & Capital Assets	**WORKDAYS:** Annual Administrative Employees
REPORTS TO: Financial Systems Manager	**PAY GRADE:** Rank I (NK09)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Assists with the scheduling, coordination, preparation, and delivery of Financial Systems training; Assists in the administration and support of the Eleyo Childcare Management System; Assists in the administration and support of the Munis system and related sub/integrated systems; Assists in the scheduling and management of the ISC Training Room and Equipment; Assists with updates and audits of the Financial SharePoint training/reference sites.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of senior level clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office proficiency, specifically with Excel and SharePoint; organizational, interpersonal skills; ability to work independently; detail and deadline oriented; proven problem solving and customer service skills, positive attitude, and exceptional level of professionalism. Munis experience preferred.

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.	Assists with the scheduling, coordination, preparation and delivery of Eleyo Childcare Management, Munis System and other Financial Services training initiatives.
3.	Assists with configuring Eleyo system for new school year, researching missing student IDs/data sync issues, establishing new Eleyo user accounts, financial reporting, system access audits.
4.	Monitors Eleyo Support channel; Provides end user/troubleshooting support to ASP Staff, Local School Accounting/Internal Compliance and Alternative Education.
5.	Assists in the administration of Munis system and its sub/integrated systems including Tyler Hub, Tyler Content Manager, Employee and Vendor Self Service, Quatred Scanners, and the associated mobile applications of MyWork, FieldSheet and ESS.
6.	Monitors Munis support channels, including Teams, email, web help tickets and phone calls to provide Munis end user support and assist in the resolution to system access/configuration requests and issues.
7.	Assists with Munis system security audits to validate user accounts and associated Functional/Data access roles to ensure Munis security remains current.
8.	Assist with Munis system upgrade efforts and module enhancement/implementations by testing Munis user processes, validating system functionality, documenting testing issues and reporting issues and gaps in procedural documentation to Financial Systems Manager, Process Stakeholders and when applicable, the vendor.

9.	Monitors Munis system support tickets and works with Financial Systems Manager and vendor to resolve system issues.
10.	Assists in the scheduling and management of the ISC Training Room and Equipment.
11.	Assists with regular and/or annual review of Financial Services forms, Parent resource Guides, SharePoint training/support resource site content and collaborates with department stakeholders to ensure content is current.
12.	Responsible for department payroll processing through CTMS.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____