

## Position Vacancy Announcement

Position: Fiscal/EMIS Support Specialist (Shared Position)  
Deadline: Until Filled  
Salary: Commensurate with training and experience  
Contact: Tri-County Computer Services Association (TCCSA)

### Additional Information

The Tri-County Computer Services Association (TCCSA) and other ITC(s) have an immediate opening for a Fiscal/EMIS Support Specialist. Please submit a letter of interest and resume via e-mail to [vacancy@tccsa.net](mailto:vacancy@tccsa.net).

TITLE: Fiscal/EMIS Support Specialist

REPORTS TO: Executive Director and assigned Manager or Team Lead

EMPLOYMENT STATUS: Full-Time (12 months) – Evaluated Annually

FLSA STATUS: Non-Exempt

GENERAL DUTIES: Provide direct support to district(s) as assigned.  
Keep the Executive Director and assigned Manager or Team Lead informed of current activities and emerging issues.

### SPECIFIC DUTIES:

- Provides assistance to districts in the operation of Fiscal/EMIS applications
- Provides guidance in Fiscal/EMIS service business processes and operations to TCCSA districts
- Provides guidance to districts in the definition and administration of district policies and procedures relative to Fiscal/EMIS applications
- Provides helpdesk support and training for Fiscal/EMIS applications and work at a fast pace
- Participate in regional and state meetings, committees, conferences and workshops. Prepare information for group presentation and discussion at meetings
- Assists TCCSA with procedures and software related to data operations within the Fiscal/EMIS service operations

### QUALIFICATIONS:

- Thorough understanding of payroll and accounting practices and concepts
- Basic understanding of inventory control, personnel management, and contracts software and procedures
- Knowledge and skill in operating in a web-based client/server application
- Strong Excel skills
- Strong time management and communication skills
- Strong skills in data structures, databases, and database report writer applications (Cognos)
- An innate quality of thinking from a logical/programming perspective
- Experience in Powerschool eFinancePlus ERP solutions and EMIS procedures
- Strong problem solving and troubleshooting skills
- Knowledge of and staying updated on rules and regulations such as but not limited to EMIS, STRS, SERS, IRS rules
- Ability to transfer knowledge in a user-friendly manner and multitask