

Job Opening Announcement & Job Description



| FISCAL COORDINATION ASSISTANT | |
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| Supervisor: Executive Director Admin Services | Division: Admin Services Location/Assignment: NCESD Wenatchee WA |
| Salary Range: \$44,341.00 - \$50,168.00 Level 1 \$48,835.00 - \$55,253.00 Level 2 <i>Salary based on 260 day position</i> <i>Salary range dependent upon experience and expertise.</i> | Conditions of work: 8 hours a day/ 260 days per year - <i>nonexempt position</i> |

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| GENERAL DESCRIPTION: |
| <p>This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Fiscal Coordination Assistant for NCESD and the 29 School Districts within our ESD region. This position is based in Wenatchee, Washington. The Fiscal Coordination Assistant works with Fiscal Coordinators to support school districts in the North Central Regional Information Service Center Cooperative. The cooperative provides software implementation, training and support for all aspects of Skyward/WESPaC/Omlativ Financial Management and Human Resource applications. This position is also responsible for all printing operations and assures proper printing, handling and distribution of all computer-generated documents. In addition, the Fiscal Coordination Assistant works with internal staff, OSPI (Office of Superintendent of Public Instruction) and school districts to ensure the accuracy of all data collection requirements. This position may require limited travel to school districts and other educational related agencies.</p> |
| <p>Qualifications:</p> <p>Required:</p> <ul style="list-style-type: none"> • Experience with Microsoft Office Suite products with an emphasis in Excel. • Experience and ability to successfully present to both small and large audiences. • Proven ability to learn and apply new skills to accommodate changing work environment. • Proven ability to work successfully and positively with staff and clients. • Demonstrated success working as part of a professional team. • Proven ability to work independently and manage multiple assignments. • Excellent organizational skills and commitment to follow through on tasks and assignments. • Demonstrated ability to communicate effectively, both oral and written. • 1 year of experience in financial, human resources or related field. • Willingness to travel (required). <p>Preferred:</p> <ul style="list-style-type: none"> • 3 years of experience in an educational service agency or school district working with financial and/or human resources data (preferred Skyward/WESPaC Software). • 3 years of experience working with financial or human resource relational databases. • Experience in developing procedural documentation or job aides. • 2 or 4 year degree in a business related field or applicable certification. <p>Skills, Knowledge, and/or Abilities:</p> <ul style="list-style-type: none"> • Ability to work independently under broad organizational guidelines to achieve objectives and manage a department. • Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team. • Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships. • Demonstrated excellent verbal and written communication skills. • Exceptionally high commitment to task accomplishment and flexibility in working hours and days. |

Timeline:
 Position opens: January 10, 2019
 Position closes: January 23, 2019
 Screening & Interviews as soon as possible

Position begins as soon as possible **Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Develop basic knowledge of the software within the Skyward/WESPaC/Qmlativ suite of Financial Management and HR and cross product applications.
- Provide customer software support within the Skyward/WESPaC/Qmlativ suite.
- Assists with technical support and analysis of school district data processing problems.
- Assists with monthly and annual school district processes as needed.
- Support senior financial analyst staff with Skyward/WESPaC/Qmlativ security in conjunction with district security administrator.
- Submit and track internal Footprint tickets and manage software support tickets.
- Works with senior fiscal coordination staff in support of all Skyward/WESPaC/Qmlativ software trainings, meetings, conferences and software development.
- Assists coordination staff in the development of training materials as needed.
- Assists with maintenance of training and learning accounts.
- Assists and prepares training sessions for districts pertaining, but not limited, to fiscal and human resource processes and reporting.
- Understands print center processes and operates as a backup as needed.
- Develops basic knowledge of all data interfaces between school districts and OSPI for state and federal requirements.
- Works with OSPI, internal staff and school districts to ensure state reporting deadlines are met.
- Gathers, analyzes and presents information in a clear and concise manner.
- Uses a positive businesslike approach at all times to communicate effectively with clients, other team members and outside agencies in person, through writing, over the phone, and utilizing webinar technology.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Executive Director of Admin. Services or Superintendent.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)