



Employment Opportunity

Ohio Mid-Eastern Regional Education Service Agency

Seeks: Fiscal Software Support Liaison

Date Posted: July 5, 2022

Application Deadline: August 2, 2022

The OME-RESA seeks an innovative and enthusiastic individual to join the Fiscal Services support team. The Fiscal Software Support Liaison enhances the Fiscal services support posture of OME-RESA school districts. This Position will provide direct support to OME-RESA customers regarding OME-RESA fiscal services and software.

Desired Qualifications:

- Minimum of an Associate's Degree or High School Diploma with appropriate experience in an area deemed appropriate by the OME-RESA Board of Directors
- Previous day to day school financial experience desired
- Previous technical support or customer support experience desired
- Experience using Microsoft Operating Systems and productivity applications is desired
- Demonstrated ability to manage multiple tasks and priorities
- Excellent oral and written communications skills
- Excellent interpersonal communications and human relations skills
- Demonstrated ability to use technology to communicate
- A high level of professional integrity
- Strong analytical and organizational skills
- Documented evidence of a clear criminal record.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Other duties may be assigned.

- Assist Fiscal Software Support Coordinator and the Executive Director in the operation of OME-RESA fiscal service department
- Assists in training, guiding, and assisting user personnel in the operation of new or modified computer software and hardware
- Monitor assigned service operations and help resolve problems
- Prepares documentation for users
- Provide training and guidance to staff according to their needs and duties
- Accept responsibility for decisions and serve as a positive role model
- Attain expertise in applications for which given primary responsibility
- Develop programs/reports using available tools

- Provide training opportunities and communicate with consortium members to ensure that OME-RESA services are fully and successfully utilized
- Maintain open communication and a cooperative relationship with related external agencies and organizations
- Interact with school districts and state teams to ensure that their technical plans interface appropriately with the technical environment of OME-RESA
- Investigate, implement, and support new technologies
- Meet internal and external Continuing Education Unit (CEU)/staff development requirements to remain current with advances in information technology and organizational administration
- Set a professional image for the OME-RESA through the use of interpersonal skills, including but not limited to: courteous manners, a positive attitude, and a cooperative demeanor
- Organize tasks and manage time effectively
- Maintain the confidentiality of privileged information
- Maintain an acceptable attendance record and be punctual
- Uphold board policies and follow administrative procedures
- Develop and implement procedures and utilities that ensure adequate and secure data processing operations (e.g., data backup, restoration, storage, etc.)
- Maintain proper control by planning, organizing, and coordinating all activities pertinent to proper operation of the fiscal service department
- Facilitate planning and communication within and among OME-RESA staff, keeping them informed of the projects and services of the department, and seeking their input as to the ever-changing needs of the department
- Maintain a positive and cordial relationship with OME-RESA staff, owner-customers, and the general public
- Exercise a leadership role in the improvement of services provided
- Identify opportunities for growth and expansion of OME-RESA services
- Employ independent judgment, initiative, and decision-making skills
- Use hardware and software tools to perform needed tasks

This successful candidate will report to the OME-RESA office in Steubenville, OH, with occasional travel throughout Ohio.

This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence.

The link to the job description can be found here: https://www.omeresa.net/docs/d8_FY23FiscalJD.pdf. Interested professionals should submit a cover letter and current resume by 4:00 pm on August 1, 2022, to: careers@omeresa.net

OME-RESA reserves the right to fill positions before the application deadline and to not fill or to repost the position if successful candidates are not selected. Every consideration will be given to underrepresented and nontraditional candidates. OME-RESA does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

About OME-RESA

OME-RESA is one of 18 Information Technology Centers (ITC) of the Ohio Education Computer Network (OECN) serving 50 school districts and related agencies in Eastern Ohio. The mission of OME-RESA is to support stakeholders through the delivery of innovative services.