

## Employment Opportunity

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## Notice Of Vacancy

**Position:** Financial Systems Analyst I/II

**Status:** Full-time (260 days, 8 hours per day)

**Salary Range:** Level 1 \$69,942-\$81,416  
Level 2 \$82,252 - \$95,745  
(placement based on qualifications)

**Posted Date:** March 15, 2024

**Starting Date:** April 15, 2024 (anticipated)

**Location:** Yakima, WA

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**Job Description and Qualifications:** See below

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**Application Procedure** – Applicants apply through the ESD 105 Fast Track on-line application system at [www.esd105.org](http://www.esd105.org) under the Human Resources link, and ESD 105 Job Opportunities.

Medical, vision, dental, paid leave benefits and retirement options are available for employees. More information can be found at: [ESD105 Benefits](#).

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**Deadline to apply:** March 29, 2024

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**Immigration Reform and Control Act Requirement:** The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Background Check:** All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered conditional until receipt of the satisfactory background check.

**Employment:** ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

**POSITION DESCRIPTION**

Placement: ISC-I

**Job Title:**

**Financial Systems Analyst I**

**Direct Supervisor:**

**Assistant Director of Fiscal-ISC**

The Financial Systems Analyst is responsible for providing software technical support and training to school districts within the Greater Columbia River Information Service Center Cooperative. The Cooperative provides software implementation, training, and support for all aspects of Skyward SMS and Qmlativ Financial Management, Human Resources, and Student applications. This position focuses primarily on Financial Management applications but occasionally lends support to Human Resources and Student applications as well. The role requires a blend of technical proficiency, critical thinking skills, and a commitment to delivering excellent customer service. The Analyst acts as a liaison between school districts and other state and federal agencies to meet all reporting requirements as it relates to Skyward data. The position requires travel to school districts and other education related agencies and has remote work flexibility. This position is employed by **ESD 105** and requires a regional presence in **the ESD 112 – Vancouver area, ESD 171 – Wenatchee area, or the ESD 105 – Yakima area.**

**Essential Job Functions:**

- Maintain an in-depth knowledge of the software within the Skyward and Qmlativ suite of Fiscal applications.
- Provide technical assistance to school district personnel regarding implementation of software, processes and procedures for handling financial data related to the financial systems application.
- Troubleshoot application software problems by evaluating the client's description of the problem, asking pertinent questions, duplicating the situation, testing the application, gathering documentation, and acting as a liaison between the client and WSIPC Product Support and Services teams.
- Maintain an in-depth knowledge of all data interfaces between school districts, OSPI, and other state and federal agencies to meet requirements.
- Research and implement technological advances for the purpose of streamlining and appropriately transmitting district data to outside agencies, ensuring accuracy of data regarding adherence to policies, procedures, and legal requirements.
- Ability to analyze, test and document new software releases.
- Develop training materials and conduct training workshops regarding the use of Skyward SMS and Qmlativ Financial Management and Cross Product application in individual, small and large group training formats in person and via Zoom.
- Work in coordination with WSIPC staff in support of all Skyward and Qmlativ Software training, meeting, conference, and software development.
- Support and cooperate with other analysts to assure consistency in training member district personnel.
- Assists computer operations staff with client output and delivery needs when necessary.
- Demonstrate an understanding of accounting and the ability to support school business operations.

**Other Job Functions:**

- A. Perform other duties as assigned.

## **Qualifications:**

### *Required Education and Experience:*

1. Experience in developing and conducting group presentations.
2. Extensive PC experience including Microsoft Office Suite Products.
3. Minimum High School Diploma.
4. Two (2) years' experience in customer service and building partnerships.
5. Ability to work flexible days and additional hours to meet deadlines.
6. Valid driver's license and willingness to travel (required).

### *Preferred Education and Experience:*

1. BA/BS degree in Business Administration, Information Systems or related field or applicable certification.
2. Recent experience in an educational service agency or school district working with financial data (preferred Skyward/Qmlativ Software).
3. Demonstrated recent experience in developing procedural documentation.
4. Proven recent experience assisting school district personnel in a variety of accounting matters.

### *Required Skills, Knowledge and or Abilities:*

1. Proven ability to work well independently as well as in a team-oriented, collaborative environment.
2. Demonstrated ability to communicate effectively, both oral and written.
3. Excellent organizational skills and commitment to follow through on tasks and assignments.
4. Demonstrated interpersonal skills; persuasive, encouraging, and diplomatic with conflict resolution skills.
5. Ability to set priorities, meet deadlines and schedules, and deal with frequent interruptions.
6. Travel to districts served by the Cooperative. Some overnight travel may be required.
7. Extended or flexible hours as necessary.

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

*The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.*

**POSITION DESCRIPTION**

Placement: ISC-II

<b>Job Title:</b>  <b>Financial Systems Analyst II</b>	<b>Direct Supervisor:</b>  <b>Assistant Director of Fiscal-ISC</b>
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The Financial Systems Analyst is responsible for providing software technical support and training to school districts within the Greater Columbia River Information Service Center Cooperative. The Cooperative provides software implementation, training, and support for all aspects of Skyward SMS and Qmlativ Financial Management, Human Resources, and Student applications. This position focuses primarily on Financial Management applications but occasionally lends support to Human Resources and Student applications as well. The role requires a blend of technical proficiency, critical thinking skills, and a commitment to delivering excellent customer service. The Analyst acts as a liaison between school districts and other state and federal agencies to meet all reporting requirements as it relates to Skyward data. The position requires travel to school districts and other education related agencies and has remote work flexibility. This position is employed by **ESD 105** and requires a regional presence in **the ESD 112 – Vancouver area, ESD 171 – Wenatchee area, or ESD 105 – Yakima area.**

**Essential Job Functions:**

- Maintain an in-depth knowledge of the software within the Skyward and Qmlativ suite of Fiscal applications.
- Provide technical assistance to school district personnel regarding implementation of software, processes and procedures for handling financial data related to the financial systems application.
- Troubleshoot application software problems by evaluating the client's description of the problem, asking pertinent questions, duplicating the situation, testing the application, gathering documentation, and acting as a liaison between the client and WSIPC Product Support and Services teams.
- Maintain an in-depth knowledge of all data interfaces between school districts, OSPI, and other state and federal agencies to meet requirements.
- Research and implement technological advances for the purpose of streamlining and appropriately transmitting district data to outside agencies, ensuring accuracy of data regarding adherence to policies, procedures, and legal requirements.
- Ability to analyze, test and document new software releases.
- Develop training materials and conduct training workshops regarding the use of Skyward SMS and Qmlativ Financial Management and Cross Product application in individual, small and large group training formats in person and via Zoom.
- Work in coordination with WSIPC staff in support of all Skyward and Qmlativ Software training, meeting, conference, and software development.
- Support and cooperate with other analysts to assure consistency in training member district personnel.
- Assists computer operations staff with client output and delivery needs when necessary.
- Demonstrate an understanding of accounting and the ability to support school business operations.

**Other Job Functions:**

- A. Perform other duties as assigned.

## **Qualifications:**

### *Required Education and Experience:*

1. Experience in developing and conducting group presentations to both small and large audiences via multiple platforms (e.g. in-person, virtual, hybrid).
2. Ability to independently train advanced materials and processes.
3. Three (3) years' experience with a strong emphasis in accounting.
4. Extensive PC experience including Microsoft Office Suite Products.
5. Minimum High School Diploma.
6. Demonstrated recent experience in developing procedural documentation.
7. Ability to work flexible days and additional hours to meet deadlines.
8. Valid driver's license and willingness to travel (required).

### *Preferred Education and Experience:*

1. BA/BS degree in Business Administration, Information Systems or related field or applicable certification.
2. Three (3) years of recent experience in an educational service agency or school district working with financial data (preferred Skyward/Qmlativ Software).
3. Experience with year-end close, budgeting, and general ledger reconciliation.
4. Proven recent experience assisting school district personnel in a variety of accounting matters.

### *Required Skills, Knowledge and or Abilities:*

1. Proven ability to work well independently as well as in a team-oriented, collaborative environment.
2. Demonstrated ability to communicate effectively, both oral and written.
3. Excellent organizational skills and commitment to follow through on tasks and assignments.
4. Demonstrated interpersonal skills; persuasive, encouraging, and diplomatic with conflict resolution skills.
5. Ability to set priorities, meet deadlines and schedules, and deal with frequent interruptions.
6. Travel to districts served by the Cooperative. Some overnight travel may be required.
7. Extended or flexible hours as necessary.

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
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