

Job Title: **Systems Training Specialist**
Job Family: **Human Resources**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **260422**
FLSA Status: **Non-Exempt**
Pay Range: **G23**

SUMMARY: Responsible for developing and delivering mandatory hands-on training, providing high-level customer support, and serving as a primary training contact to all office staff, including bookkeepers and office managers, at school and support sites. The instruction covers district-approved software applications related to finance, human resources (HR), payroll, security and business services. This role collaborates primarily with the Division of Finance and the Department of Human Resources to develop and deliver training for established financial, accounting, and personnel procedures and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develops and delivers comprehensive training for bookkeepers, budget technicians, and office management staff, covering site-based financial, human resources and business services responsibilities. Responsibilities include, but not limited to, account coding, budget reconciliation, managing purchasing cards, processing accounts payable and fund deposits, journal entry corrections, time approval, processing stipends and personnel changes (like transfers and retirements), hiring and onboarding, critical safety training, change of use requests, facility modification requests, work orders and transportation/bus requests.	D	60%
2. Manage, maintain, and test updates for the district's critical financial and HR/Payroll software systems. This includes the Purchasing Card reporting system; Point of Service (POS) system; budgeting software; student database; the Time and Labor system; and the automated substitute management system. Serve as a technical resource for accounting, budgeting, and personnel-related issues.	W	10%
3. Serve as a resource for all district departments regarding district procedures. Manage and update Standard Operating Business Procedures for both Finance and HR. Collaborate directly with the Human Resources Operations Director and the Division of Finance to ensure training materials reflect accurate and current Board of Education policies, District policies, standards, and training in areas of data quality, data privacy, and cybersecurity.	W/M	10%
4. Produce and analyze various financial, staffing, and labor reports for monthly monitoring to identify where additional support or training may be needed. Evaluate and analyze reports to determine spending rates and trends. Provide data, support, and analysis to departments and school staff. Assist with the review of journal entries for accuracy and communicate corrections of inaccurate journal entries to end users.	W/M	10%
5. Assist with various projects within the Division of Finance and Human Resources, including the creation of department newsletters and websites, software update testing, and the preparation of comprehensive training guides and resources. Provide support and training to central office staff as needed.	M	7%
6. Perform other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or GED required. A bachelor's degree in finance, business administration, or a related field preferred.
- Minimum of three years' experience in accounting, budgeting, financial software applications, HR, HRIS, payroll, or technical training.
- One year of governmental accounting is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated history of advanced customer service, communication, and interpersonal skills.
- Ability to promote and follow Board of Education policies, District Policies, School, and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Strong foundation of accounting and generally accepted accounting principles.
- Ability to maintain high standards of confidentiality in all aspects of the job.
- Must multitask in a fast-paced environment, handling face-to-face, phone, and electronic contact simultaneously with frequent interruptions.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced knowledge of personnel practices, payroll processing, and relevant district/state labor policies, including time and attendance compliance.
- Advanced operating knowledge of and experience with Oracle or other financial software applications and Microsoft Office.
- Advanced knowledge of training delivery methods, web publishing, online meetings, and email software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Human Resources Operations	3144

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	No direct reports		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	