



Your Partner For
Worry-Free Efficiency

1007 Cottonwood Drive
Loveland, OH 45140

Open Position: Fiscal Support Specialist

HCC (IT Center for Hamilton and Clermont counties) is seeking an experienced individual to join the HCC fiscal support team. This position is responsible for providing professional client support; troubleshooting customer issues and providing training and documentation for HCC customers.

Compensation: Competitive pay & benefits; participation in SERS retirement system

Application Deadline: September 27, 2019

Position Starts: Negotiable

Employment Status: Full Time – Non-Exempt

Performance Responsibilities:

- Provide professional and courteous customer support for all finance applications
- Assist in implementation and training of districts migrating to new finance software
- Work with the team in troubleshooting finance request through email and helpdesk
- Prepare resources for all fiscal customers (training materials, quick tips, how-to video's. etc.)
- Schedule and conduct meetings with fiscal staff, inclusive of Treasurers and their staff
- Expected to present trainings on a one on-one basis and in a group setting
- Provide districts with "On-Site" emergency assistance in the performance of fiscal services
- Maintain a working knowledge of current regulations and requirements for the operation of a school district fiscal office as prescribed by the Auditor of State Office, State Department of Education and Ohio Revised Code
- Works with underlying source data/programs to help resolve customer questions
- All other duties as assigned by Administration



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Preferred Qualifications:

- Experience with payroll processing
- Experience with fund accounting
- Demonstrated ability to conceptualize, evaluate, prioritize and solve complex financial problems independently
- Demonstrated ability to establish working relationships with co-workers and function as part of a cohesive team
- Embodies high ethical standards and integrity
- Accepts responsibility for decisions and conduct
- Able to work in an interruption intense environment
- Proven ability to maintain confidentiality of privileged information
- Ability to develop training materials and supplemental documentation
- Ability to interact comfortably and confidently with the public
- Adaptable to performing new responsibilities as work environment changes
- Willingness to travel as directed
- Maintain compliance with FBI/BCII background check requirements

Please submit a cover letter and resume to:

Vince Colaluca
Hamilton Clermont Cooperative
1007 Cottonwood Drive
Loveland, OH 45140
Email: vince@mail.hccanet.org
513-728-7903