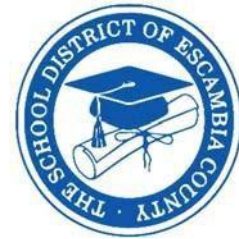


**Job Title:**        **Specialist – Enterprise Resource Planning**



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**        Nonexempt  
**Reports to:**         Coordinator – Enterprise Resource Planning  
**Supervises:**        Appropriate Staff as required  
**Pay Grade:**         Professional – 14



## JOB SUMMARY

The purpose of this position is to support and assist the District financial management staff in the discharge of their responsibilities through analysis, appraisals, customization, and integration elements associated to finance and payroll Enterprise Resource Planning (ERP) software and ancillary systems.

## ESSENTIAL JOB FUNCTIONS

- Interprets and explains complex federal, state, and local laws.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving problems.
- Demonstrates initiative in identifying problems and determine appropriate solutions in a timely fashion.
- Demonstrates technology productivity skills using a variety of software and maintains expertise in assigned areas.
- Researches, prepares, and provides complete and accurate reports, data files, spreadsheets, and forms.
- Consults with MIS on technical matters related to the automated system for District accounting.
- Participates in the development of annual goals and objectives of the department.
- Assists with the planning and execution of training for school level and District level personnel to include workshops, videos, and documents.
- Responds to inquiries or concerns in a timely and courteous manner.
- Disseminates information and current research to appropriate personnel.
- Attends state and regional meetings to keep well informed about current trends and best practices as required by Supervisor.
- Keeps supervisor informed of potential problems or unusual events.
- Models and maintains high ethical standards, including confidentiality in dealing with sensitive issues.
- Consistently represents the District in a positive and professional manner.
- Follows School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.

## **Specialist – Enterprise Resource Planning Escambia County School District**

- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Associate's Degree with major coursework in Accounting or Information Systems from an accredited educational institution.
- Minimum of one (1) year experience in accounting, auditing, or management information systems with an emphasis in financial ERP systems.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to analyze, test, and provide ongoing support of financial ERP systems.
- Requires the ability to display a basic understanding of sound business management.
- Requires the ability to display knowledge of state and federal laws and School Board policies.
- Requires the ability to display knowledge of basic hardware and software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be positively resolved.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: April 15, 2025, effective July 1, 2025**

**Date of Revision:**