

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

## Title: Enterprise Resource Planning System (ERP) Coordinator

### GENERAL DESCRIPTION

The essential function of the position within the organization is to perform specialized and administrative work in support of general financial and business process functions. This is a responsible administrative position involving management and coordination of the District's ERP System, associated databases, and other supporting systems and technologies.

Work involves interaction with school employees, departments, principals, office managers, bookkeepers, internal account users and other governmental agencies and community contacts. Work is performed with considerable independence within established policies and is subject to the direction and review of the Executive Director of Finance and Performance. An employee in this position must assume the responsibility to keep up-to-date professionally and continue professional growth in the areas of responsibility.

#### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Develop short and long range plans for conduct, growth, and improvement of department programs and services that will enhance the District's mission and vision via the use of the ERP system.

Coordinate closely with the ERP business process ownerst to maintain and update the ERP system and ensure seamless integration with all peripheral programs and systems.

Supervise and coordinate the ERP system support staff and customer service representatives to ensure the program meets all staff and stake holder requirements as well as contractual obligations.

Understands and applies state laws, rules, policies, and procedures in the specialized area of state and district accountability processes and databases in order to organize, manage, monitor, and execute accountability data management and reporting.

Serves as the primary point of contact for school-based ERP contacts for issues related to overall system management with specific emphasis on financial transactions, general accounting standard for best practice, auditing requirements, configuration and integration. Troubleshoots, assists, and problem solves when issues related to ERP configuration require intervention.

Assist in the processing, distribution, reporting, and interpretation of financial processes including training for users of ERP modules.

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Develop, coordinate and deliver staff technical assistance and training in the use of the ERP system.

Provides a link between district administration and school centers on effective use of the ERP system. Disseminate information to schools and staff on available resources. Assist schools and staff in the development of tailored queries, dashboards, forms, reports, and correspondence.

Participates in applicable state meetings and conferences to keep abreast of state initiatives and requirements and provide district leadership information regarding current trends, best practices and issues related to ERP management, analysis and reporting.

Guide, train, supervise, and evaluate assigned staff in accomplishment of personal and departmental goals.

Coordinates and contributes to multimedia presentation/productions for the district including School Board meetings.

Previews, evaluates and recommends appropriate ERP system integrations.

Perform related duties as assigned.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

### **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

#### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

#### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

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### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

### **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

### **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **Equipment Usage:**

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*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.*

### **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Bachelor’s degree from an accredited College or University. Master’s degree in Educational Leadership is preferred.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid state driver’s license.

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Extensive experience and knowledge in the use of technologies and communication skills.

Minimum of three (3) years of successful teaching and/or administrative experience in a public K-12 setting.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

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**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director, Finance and Performance

**Supervises:**

Assigned Personnel

PAY GRADE: From: D138.A01 To: D138.O03

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Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_