



KSI is HIRING an....

Information Technology Specialist

This position is a full-time position which reports to the Chief Technology Officer of the organization. Office hours are Monday – Friday 8:00 am – 4:00 pm. This position is a Pay Grade 6 with a starting annual salary of \$47,500. KSI offers Health/Dental Insurance, 401K with company match, company paid Accidental Life, Short- & Long-Term Disability, vacation and holiday pay and other various company discounts.

General Information:

The Information Technology Specialist is responsible for setting up, installing, and troubleshooting all computer technology hardware and software in support of the KSI mission. Responsible for providing brief Annual Technology Reports for the Fiscal cycle.

Essential Functions:

Responsible for installation and configuration of hardware, software, and network systems for users; Troubleshoot and resolve computer-related issues and errors; Works with vendors and other external clients and must possess strong communication skills; Provide end user training as needed; Provide customer support, resolve complex problems for internal customers and provide technical guidance in applying hardware and software systems; Assist as liaison to Human Resources on Case Records Manager and Human Resources software; Assist the Finance Department as needed with data entry for billing, accounts receivable, and accounts payable.

Skills and Abilities:

Experience with multi-user computer systems including Financial, Microsoft Excel, Microsoft Word, Windows OS, Windows servers, and Virtual Environment Network (HyperV); Familiarization with Vertex Systems, JetReports, Fuelmaster, GeoTab and Microsoft SQL.

Qualifications:

Must have an Associate's degree as well as previous technical experience. Computer Technology training and minimum of 2 to 3 years' experience in Technology Support. Hardware A+ Certification required in lieu of some experience. Must have experience in PC, laptops and network structure, hardware maintenance and preferred Windows server administration. Other certifications and/or equivalent are a plus. Must be able to pass a Criminal Background check, Adult Abuse Registry check, Child Abuse Registry check and Sex Offender Registry check. Must possess a valid driver's license with no more than two moving violations at time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity**