



See Kat, Matthew Arrington or HR Tier 3 PS Wage \$55K to \$70K DOE

ERP Systems Analyst

Date: 09/2021

Job Type: Full-time

Description

Our ERP Systems Analyst will assist other departments, offering your in-depth knowledge of the gathered requirements and NetSuite/Configure One options to create business solutions. As a functional partner, you will assist in strategically guiding users through the solution implementation process, conducting software training sessions and providing user support.

Responsibilities

- Maintain knowledge of current NetSuite and Configure One functionality, customization, and integration
- Act as a technical resource to internal departments and users
- Provide prompt, professional customer service and support with regards to all aspects of NetSuite and Configure One
- Monitor and perform enhancements, system maintenance, and business process testing for NetSuite maintenance, which includes managing custom fields, forms, records, workflows, and user roles to support business requirements
- Monitor and perform system maintenance for Configure One, which includes managing product information, product interface, material and pricing rules, users, and integration to support business requirements
- Provide contextual training while working with users to resolve issues
- Assist with data analysis, reporting needs, continuous improvement initiatives, change management, and support for optimal usage within NetSuite and other systems
- Provide expertise in business processes such as accounting, distribution, manufacturing, service management, professional services, and workflow analysis
- Propose system design/enhancements based on business requirements and observed challenges
- Develop, test, and deploy customizations, custom objectives, new functionality, and SuiteApps based on business needs
- Develop comprehensive training and support documentation
- Conduct in-depth discovery meetings targeted at understanding, capturing, and identifying the complex business requirements and operational objectives of the department/user
- Produce professional documentation of current challenges, future requirements, and benefits in a manner appropriate for users and directors; create Statements of Work (SOW's)
- Work with external resource partners to manage projects and support cases
- Perform other duties as requested

Attributes

- A passion for ERP and software solution concepts
- A high level of energy, urgency, engagement, and accountability
- A strong desire to succeed and participate in the success of others
- An innate curiosity combined with a thirst for knowledge & a creative mind that will allow you to provide innovative solutions to complex customer challenge
- Enjoy a variety of tasks and working with a wide assortment of teams
- Support the organization's mission, vision, and values



See Kat, Matthew Arrington or HR Tier 3 PS Wage \$55K to \$70K DOE

Role Requirements & Experience

- 3-5 years of experience of direct NetSuite use including record/transaction management and operational knowledge
- Bachelor's degree in accounting, business, engineering, or related fields preferred
- Demonstrated proficiency with project scoping, planning, requirements gathering, business process mapping and end-to-end process experience is a plus
- Ability to utilize defined and structured implementation processes and project management methodologies
- Proven ability in handling multiple projects successfully while meeting deadlines
- Understanding of common industry business practices related to accounting, sales/manufacturing/inventory management
 - advanced understanding of accounting theory is a plus
- Outstanding organizational, time management, communication, and listening skills required
- Exhibit exceptional interpersonal, customer service, decision-making, and analytical abilities
- Strong ability in using technology to document and analyze data
 - Must be proficient in the use of MS Office Suite, including Excel and Word
- Ability to travel, as needed

Qualifications

Behaviors

Thought Provoking: Capable of making others think deeply on a subject

Loyal: Shows firm and constant support to a cause

Innovative: Consistently introduces new ideas and demonstrates original thinking

Enthusiastic: Shows intense and eager enjoyment and interest

Functional Expert: Considered a thought leader on a subject

Dedicated: Devoted to a task or purpose with loyalty and integrity

Motivations

Team Player: Works well as a member of a group

Self-Starter: Inspired to perform without outside help

Goal Completion: Inspired to perform well by the completion of tasks

Ability to Make an Impact: Inspired to perform well by the ability to contribute to the success of a project or the organization

Growth Opportunities: Inspired to perform well by the chance to take on more responsibility

Motivated by Creativity: Ability to evaluate a problem and explore creative solution options

Benefits:

- 401(k) & 401(k) Matching
- Health, Dental, and Vision insurance
- Health Savings Account
- Profit Share Program
- Training and Education Programs
- Certification Programs
- Paid Time Off

Schedule:

- Monday to Friday
- Occasional off-hour duties required

Work Location:

- Remote Hybrid



See Kat, Matthew Arrington or HR Tier 3 PS Wage \$55K to \$70K DOE