



ERP Administrator/Business Analyst

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

The ERP Administrator is responsible for administering, supporting, configuring, updating, and developing the Vital Strategies NetSuite ERP and its various integrated applications. The individual interfaces directly with Vital Strategies staff as well as third party vendors, consultants, and service providers. The ERP Administrator partners with subject matter experts (SME) to streamline and automate business processes, and thus maintains an understanding of developing business needs and processes. Along with the ERP project manager, the individual will be a core member of the implementation team.

Vital Strategies is in the beginning stages of implementing NetSuite. Thus, the ERP Administrator will play an integral role in initial design, configuration, implementation and data migration. The ERP Administrator offers business analysis and analytic support outside of the NetSuite solution as requested.

Specific Duties:

- Take full ownership of NetSuite solution and integrated applications
- Understand and streamline business processes via automated workflows, configuration and design updates, and notifications within NetSuite
- Thoroughly understand ERP database schema
- Provide system administration, including user account management, Chart of Account management and security.
- Update and maintenance of all tables including Vendor and staff records
- Develop custom fields, queries, dashboards and reports within NetSuite
- Maintain knowledge and expertise of NetSuite platform

- Research, evaluate, and deploy new/additional functionality to benefit organization
- Help ensure NetSuite data integrity and security, perform regular audits
- Document NetSuite configurations and processes
- Monitor solution use and performance, optimize
- Act as technical lead for Vital Strategies NetSuite implementation
- Provide data analysis and develop custom reports using tools outside of NetSuite
- Act as primary point-of-contact for all NetSuite related support requests, tasks, and inquiries. Analyze and troubleshoot ERP system issues reported by end users.
- Perform ongoing NetSuite trainings to staff
- Provide business/data analysis outside of NetSuite as requested
- Development of test cases/scenarios, functional testing, and rollout of customizations, custom objects, new enhancements, application releases, and system integration based on user/business needs
- Work with NetSuite to develop training materials and conduct trainings for internal staff
- Assume ownership of creating Financial Dashboards, Financial Reports and Statutory Reports (990)
- Assume ownership of creating HR Dashboards, HR Reports and HR Compliance Reports
- Assume ownership of creating Procurement Dashboards and Reports
- Ability to complete and deliver financial analysis queries using advanced excel and pivot tables
- Recommend new features or changes to configuration/ workflows based on user feedback

Qualifications and Skill Set:

- 3+ years administering an ERP system for a mid-sized organization
- NetSuite certification(s) preferred
- System implementation and systems integration experience strongly preferred
- Commitment to customer service, proactive support
- Bachelor's degree in Finance, Accounting, Technology or related field

- Strong business and data analysis capabilities
- Ability to work collaboratively with cross-functional teams
- Ability to juggle multiple stakeholders and remain professional and flexible in high pressure situations
- Familiarity with financial reporting concepts
- Ability to work with minimal supervision

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications is **August 19, 2018**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.