



## NetSuite ERP Administrator, New York

### Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://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 gain insights into their business needs and then supports teams via streamlining and automating business processes.

Vital Strategies is in the post-implementation phase of NetSuite ERP. The successful candidate will require proficiency in script writing, creating work flows, and custom forms and fields; system optimization will be the major focus. Applicants must possess a valid working permit to work in New York City.

#### **Specific Duties**

- Oversee the management of NetSuite one world ERP (Multi-Currency, Multi-Subsidiary) solution and integrated applications
- **System Administration**
  - Provide administration, including user account management, Chart of Account management, and security.
  - Update and maintain all tables, including vendor and staff records
  - Perform regular audits to ensure NetSuite data integrity and security
  - Document NetSuite configurations and processes
  - Monitor solution use and performance and optimize as needed
  - Develop test cases/scenarios, functional testing, and rollout of customizations, custom objects, new enhancements, application releases, and system integration based on user/business needs



- **Customer/User Support**
  - Develop custom fields, queries, dashboards and reports within NetSuite
  - Develop and conduct trainings for staff to ensure optimal understanding and usage
  - 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.
  - Recommend new features or changes to configuration/ workflows based on user feedback; as well as research, evaluate, and deploy new/additional functionality to benefit users
- **Business Intelligence**
  - Provide data analysis and develop custom reports using tools outside of NetSuite
  - Serve as creator and owner of NetSuite dashboards and reports including:
    - Financial Dashboards, Financial Reports and Statutory Reports (990)
    - HR Dashboards, HR Reports and HR Compliance Reports
    - Procurement Dashboards and Reports
  - Provide financial analysis queries using advanced excel and pivot tables
  - Understand and streamline business processes via automated workflows, configuration and design updates, and notifications within NetSuite

### Qualities and Qualifications

- Bachelor's degree in Finance, Accounting, Technology or related field and a strong accounting background with business and data analysis experience
- 3+ years administering an ERP system for a mid-sized organization
- NetSuite certification(s) highly preferred with experience in Suite Script 1.0 & 2.0, Suite Flow.
- System implementation and systems integration experience strongly preferred
- Experience in advanced level Save Searches, Dashboards, report builder, SQL, XML.
- Data migration experience: CSV imports and Advance Excel a must.
- Experience with multi-subsidiaries is highly preferred
- Experience in development and support of Custom Forms, Custom fields and Custom transactions.
- Experience with SuitePeople (HRIS) and TALEO systems preferred.
- Ability to work collaboratively with cross-functional teams; as well as ability to juggle multiple stakeholders and remain professional and flexible in high pressure situations
- Familiarity with financial reporting concepts including consolidated reporting, multibook accounting (Multi currency)
- Ability to work with minimal supervision

### How to Apply

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **July 30, 2019**. 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 partners; 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.