



## Vertical Bridge Job Description

<b>Job Title:</b>	NetSuite Administrator	<b>Date:</b>	08/04/22
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Vice President of Accounting	<b>FLSA Status:</b>	Exempt

### Summary:

The NetSuite Administrator is responsible for assisting the Accounting and Finance team with daily operations inside NetSuite including maintenance, customization and integrations. This individual will be responsible for building custom workflows, customizing dashboards, maintaining security and developing saved searches. This individual will also assist with the implementation of NetSuite.

### Job Functions:

1. Maintain and support the NetSuite platform and integrations
2. Be the first point of contact for NetSuite user needs and provide technical assistance
3. Drive enhancements and implementations of features in NetSuite and its integrated business systems
4. Perform required maintenance, support and troubleshooting activities related to back-end system management and user support
5. Develop, test and facilitate upgrade and enhancement testing with NetSuite users as well as facilitate change management
6. Develop and maintain saved searches, reports and dashboards
7. Maintain knowledge of NetSuite functionality, customizations and integrations
8. Maintain user roles and permissions and adjust as the company and Finance team grow
9. Train business users on NetSuite and maintain user guides for NetSuite processes
10. Work closely with the accounting team and other departments throughout the organization
11. Assist management on special projects and other duties as assigned

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. May be required to work off hours for new releases and updates.

### Education and Experience:

1. Bachelor's Degree in Computer Science, Information Technology, Accounting, or a closely related field, or equivalent work experience
2. Minimum of 3+ years' experience in a NetSuite ERP analyst or administrator role
3. NetSuite Administrator Certification a plus
4. Experience in systems integration with NetSuite utilizing the REST API, Del Boomi, or other like integration platforms
5. Experience turning business processes into NetSuite processes and implementing NetSuite best practices
6. Position requires the ability to successfully manage multiple priorities
7. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
8. Ability to prioritize, time manage and multi-task with limited supervision, under firm deadlines
9. Effective in an entrepreneurial culture, working independently and as part of a team



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*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.*

*Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.*