[s] Cube Inc.
Job Description: Financial Systems Consultant

Position: Financial Systems Consultant
Pay: commensurate with skills (range $60-80K annually)
Other Compensation: spot bonuses for exceptional customer work, company profit sharing program.
Employment: <u>Full Time</u> (Part Time option for the right candidate will be considered)
Hours: 40 hours/week.
Schedule: flexible, based on business needs; however minimum 40 hours/week required.   Work can be done off-hours (night and weekends) but some business hours are required.
Location: remote or in Schenectady, NY office (post-COVID). Some initial training in our Schenectady NY office may be beneficial but is not required.
Reports to: VP of Operations
Contact: adam.bell@scubeenterprise.com
Degree or Years of School Required: None required. 4 year technical degree may be beneficial.

[s]Cube Inc. is a Technology Services company located in Schenectady, New York. We provide technical services to state and local government customers in the areas of IT data security, court management, licensing, permitting, code enforcement, and asset management. The [s] Cube team is seasoned in innovative IT delivery and is comprised of technical analysts, project managers, business analysts, consultants, technical architects, agile developers, and cloud specialists.

The Financial Systems Consultant position will work with our software delivery team to configure and implement one of the offered software platforms for [s]Cube clients across the country. The position will discover and understand client financial collection and reporting requirements through direct client meetings, both onsite and remotely, in order to configure financial settings in the new software offering. This includes discovering existing finance related processes, such as fee schedules and structures, disbursements to other agencies, payment plans, month-end reporting, and more. It also includes documenting these processes, and translating them into the new platform, working with technical teams to implement the appropriate configurations and rules to support them going forward. Finally it will also include demonstrating these processes to clients once they are established, training the customer team, and gathering feedback from customers on desired modifications.

Daily client meetings, regular check-ins and status reports, in-depth client requirements discussions, detailed user acceptance testing meetings, working demonstrations of the product, bug fixes, and data validation, are all part of the day-to-day activities required in the position.   To be successful in this role, the right candidate will have to be a power user of software and computers, be able to explain and train others on software, have a basic understanding of the financial processes of courts, town halls, and/or counties. They will be curious to explore existing processes in legacy tools and think through how to use software to address gaps.

Note that the position will require some travel to assist our clients with requirements gathering, system training, and go-live support activities. The travel will be primarily in the domestic US and will average a 25% per year.

Our work environment is fast paced providing rapid delivery for our business partners.
Successful employees are those who enjoy learning, hard work, executing in a highly collaborative environment and who also value quality and driving client satisfaction. Because [s]Cube is a small and growing company, we also look for people with a strong desire to drive change as we dynamically grow our business, and who want to grow their career as the company expands.

Professional Requirements
- Strong "power-user" computer skills and aptitude is required. Must be very comfortable both using and teaching others how to solve problems using PCs and software.
- Basic understanding of financial or accounting systems and a comfort in reviewing financial reports and numbers.

- Familiarity with courts and court day-to-day activities is a plus.
- Basic understanding of programming and software design.
- Strong technical aptitude, and experience supporting web-based technologies will be essential.
- Flexibility and adaptability to adjust to a rapidly growing, dynamic environment
- A strong client service focus – willingness to go the extra mile for customers is essential.
- Ability to work independently with clients both in person and remotely, and to confidently represent [s]Cube and win client confidence while doing so.
- Excellent analysis skills
- Excellent oral and written communications skills; ability to interact with management and co-workers
- Ability to juggle many priorities and to be able to provide accurate time estimates for work requests that will ultimately lead to meeting strict client deadlines.
- Ability to maintain strong relationships with client and technical team members, as well as with management.

Required Skills

- Bachelor's degree with 4+ years of relevant work experience
- 4-6 years of proven work experience in a "power user" role using software and computers, preferably in a court or government agency.
- Experience in defining requirements and conceptualizing solutions on related projects or work assignments
- Strong technical aptitude, with proven hands-on experience supporting technical platforms, troubleshooting problems and developing solutions.
- Ability to understand and deliver to detailed requirements documentation, in conjunction with clients.
- Demonstrated problem solving skills and the ability to work collaboratively with other stakeholders or team members to resolve issues
- Possess excellent written and verbal communication skills
- Strong and proven customer service skills and follow through.
- Strong facilitation, negotiation, and conflict resolution skills
- Ability to adapt in a dynamic work environment and make independent decisions
- Willingness to work in a fast-paced environment, handling multiple priorities
- Possess advanced knowledge of the tools and processes required by the role