

# Assistant Director of Financial Systems

## Accounting Department

### Summary:

Assistant Director of Financial Systems is a pivotal role that helps build the next generation of financial and HR focused applications. This role will lead the effort to continuously develop and reinvent the systems that support the firm's business operations. This position will be responsible for seeking out best practices, integrating applications with other internal and external vendor managed systems, and assisting with automation and other efficiencies.

**Email Resume [Here to Apply](#)**

### Qualifications:

- Bachelor's Degree in a business-related field or Computer Science; 5+ years in job related role showing progressive growth in responsibilities; minimum of 3 years management experience.
- Experience managing ERP systems, HRIS applications and/or data analytic platforms.
- Strategic and analytical thinker with superior problem solving and decision-making skills; detail-oriented with excellent organizational and time management skills.
- Proactive, possess written and oral communications skills to clearly and concisely summarize conclusions and observations to senior/executive management.
- Highest level of integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information.

### Duties and Responsibilities:

- Lead project teams composed of functional and technical leads in the new software implementations, upgrades, and system enhancements.
- Monitor the health of each application, troubleshoot errors, resolve data inconsistencies and address performance related issues. Lead effort to train and support the end-user community.
- Analyze the effectiveness and efficiency of existing systems (including business processes) and develop strategies for continuous improvement.
- Oversee the development of new reporting solutions and support ad hoc reporting requests.
- Liaise with business leads to establish and refine procedures in support of data integrity, security management, and other audit and compliance functions.
- Evaluate new products and tools as needed to support evolving business needs.

**Status:** Exempt

**Reports To:** Senior Director of Financial Systems and Reporting

**Workplace Type:** Remote (Must be local to DC, Boston, or NY office)

Salary range of \$226,000- \$318,000 based on geography and experience level.

## **Qualifications (Continued):**

### Technical Skills:

- Maintaining enterprise-wide software applications is required; experience implementing data management solutions is a plus.
- Elite 3E, Workday, SQL, SSRS, XML and/or similar tools.
- Experience with data visualization software (Tableau or similar) is a plus.
- Intermediate/advanced Microsoft Excel skills; proficient in developing complex formulas and using advanced level features.

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