Position Opening
ABCUSA Office of the General Secretary
King of Prussia, PA

IT Support Analyst/Developer

About you:
We are seeking a talented and collaborative analyst / developer to help support existing Excel applications in Visual Basic for Applications (VBA), administer Oracle NetSuite ERP solution, and provide first level user support. The ideal candidate will be a self-starter who is comfortable working independently or collaboratively in a team environment.

Responsibilities:
- NetSuite Administration, which includes how to
  - Add and rename fields
  - Import new records into the system
  - Work with queries to help maintain good data
  - Create new and work with existing roles
  - Create queries and reports
- Visual Basic for Applications (VBA), which means you can
  - Create and modify the programming code (macros) behind the BUTTONS in Excel
  - Learn how to use the series of existing Excel Processing Templates
- Help Desk
  - Answer questions of our constituent base regarding
    - NetSuite navigation and functionality
    - NetSuite issues of any kind
    - Issues with any of the Excel Processing Templates
    - Modifying the Excel Processing Templates as needed

Required Skills:
- Able to communicate clearly
- Must demonstrate good logical thinking skills
- Be pleasant with folks (especially important as Help Desk when folks are liable to be stressed) via phone, email or Zoom calls
- Advanced Excel skills including some VBA experience
- While not required, having some programming experience/knowledge is desirable

Desired Skills:
- Experience with Oracle NetSuite ERP solution
- Help Desk end user support skills

Compensation: Competitive compensation package including employer paid contributions to a 403(b) retirement plan, healthcare benefits, and paid time off (vacation, sick leave, and holidays). This is a full-time position. Employee must work in the ABCUSA Offices located in King of Prussia, PA.

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to jobs@abc-usa.org.

Application must be received by June 8, 2021