ERP Administrator

Company: MacuLogix, Inc. is a medical device company based in Harrisburg, PA. MacuLogix is the only company to equip eye care professionals with the instrument, tools and education needed to effectively diagnose and treat patients with AMD. By leveraging the science of dark adaptation through its AdaptDx, MacuLogix is working to eliminate preventable blindness caused by AMD, a chronic, progressive disease that impacts over 170 million people worldwide and goes undiagnosed in 25 percent of patients. Through its AdaptDx dark adaptation biomarker, MacuLogix enables eye care professionals to detect, monitor and treat AMD three years before it can be seen clinically. To support the implementation and optimization of the AdaptDx, MacuLogix provides extensive in-practice training and practice guidelines.

Current Need: We are seeking a talented and motivated Enterprise Resource Planning (ERP) Administrator with hands-on experience using Microsoft Dynamics 365 Business Central. The Administrator's role is to plan, design, develop, and launch efficient business, financial, and operations systems in support of core organizations functions and business processes. The ideal candidate will have a strong information technology (IT) background, and the ability to configure the system, manipulate and analyze large amounts of data, and troubleshoot as needed. This person will serve as our internal Microsoft Dynamics 365 Business Central expert, providing technical support and training users. Strong communication and customer service skills are important in this position in order to work well with local and remote users. The Microsoft Dynamics 365 Business Central Administrator will partner with accounting and operations to drive system enhancements based on business needs.

Responsibilities:

- Serve as primary administrator for Microsoft Dynamics 365 Business Central.
- Bridge the gap between the Microsoft Dynamics 365 Business Central system and the users who interact with it.
- Configure the Microsoft Dynamics 365 Business Central system in cooperation with key business stakeholders to reflect and facilitate established business process, financial and operations requirements and system goals, and identify system issues.
- Lead design sessions with regards to improving Microsoft Dynamics 365 Business Central and create procedures and techniques to maximize the data and minimize time. required to enter or update contact data.
- Provide technical support to end users, diagnosing and resolving problems.
- Import and enter new data, verifying and reconciling existing data.
- Review and analyze the current state of Microsoft Dynamics 365 Business Central and develop strategies for improving or further leveraging existing processes.
- Update and coordinate system configuration changes to enable new processes.
- Manage system updates: collaborate in planning, coordinate system downtime, backup Microsoft Dynamics 365 Business Central, communicate to end users about enhancements.
- Onboard and train new users and super users.
- Create, maintain, and distribute user-friendly training documentation and best practices communication for all areas of Microsoft Dynamics 365 Business Central.
- Manage system security roles.

- Other duties as assigned.

Qualifications:
- 2 years of experience configuring, maintaining, documenting and supporting a company's ERP, strong preference for direct experience using Microsoft Dynamics 365 Business Central or Dynamics NAV.
- General understanding of accounting and operations processes, and how they relate to Microsoft Dynamics 365 Business Central.
- Knowledge in importing data for use in report software, spreadsheets, graphs, and flowcharts.
- Experience using Microsoft Power BI reporting software (preferred, not required).
- Understanding of SQL Reporting and relational databases (SSRS, SSIS).
- Demonstrated analytical, written, oral communication, and project management skills.
- Experience and a desire to use data to solve problems with a team.
- Experience building a suite of reports that keep key metrics and issues in front of a team and leadership.
- Advanced Microsoft 365 skills, including Outlook, Word and Excel.
- A Bachelor's or Associate's degree (business, computer science, information technology, or a related field) or equivalent combination of education and comparable work experience.

Compensation: Competitive salary based on prior experience with equity participation and benefits.

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