



NetSuite Administrator

NOVATO, CA
FULL-TIME

One Legal is transforming litigation support services with an online platform that is trusted by more than 30,000 legal professionals and processes more than a million documents a year. We're building and expanding tools for attorneys and their teams that simplify the flow of case information to and from the courts and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States.

ABOUT YOU:

You can take responsibility for managing and owning the current and evolving NetSuite environment. You contribute to the functional and technical design, implementation and testing of NetSuite. You are a team player, more interested in finding solutions than in finding fault and you understand that when any of us win, we all win.

You are as comfortable working with the Finance team as you are with the Engineering team and you understand how the ERP system affects the company's objectives. You understand the needs of the customer and can translate those needs into viable solutions that enhance the customer experience. Most importantly, you want to be the architect of your own success and, by doing so, build a better business.

We're looking for someone who's not afraid to roll up their sleeves, dive into details, and get help when needed to resolve issues.

YOU WILL:

Administration

- Maintain user access, roles and rights and provide end user training.
- Create, manage and edit customized NetSuite reports, forms, fields, and records.
- Keep and maintain master business data lists for reporting and integration.

- Enter tickets and manage backlog within JIRA to troubleshoot and remedy related issues.
- Educate employees and promote NetSuite and accounting best practices at One Legal.

Process Analysis and Documentation

- Manage, own and document all requirements involving NetSuite, including all integrations.
- Scale finance infrastructure to meet the needs of One Legal growth.
- Identify gaps, both technological and business related, and propose dynamic solutions to address the gaps.

Process Improvement & Project Management

- Own NetSuite projects including audit of current settings, enhancements, integrations, and other special projects.
- Leverage your existing NetSuite experience to help setup and improve One Legal's NetSuite processes and automation.
- Share your individual subject matter expertise and be a primary liaison to Engineering, Production Support, and IT.
- Provide technical concepts, project work plans, delivery approach, milestones, and results to internal key stakeholders.
- Provide data stream optimization to data warehouse and business intelligence systems by partnering with the data engineering team.

WHAT WE WOULD LIKE TO SEE:

At One Legal we consider every candidate on his or her individual merits. However, possession of the following will help to differentiate you from the field.

- 3+ years ERP experience, at least 2+ years specifically with NetSuite.
- Demonstrated work with NetSuite implementation and administration and/or other similar ERP systems.
- NetSuite integrations and customizations knowledge.
- Financial systems architecture experience.

- Understanding of business processes and the ability to relate our business needs to practical application.
- Bachelor's degree in Computer Science, Information Systems Management or a relevant discipline.
- Ability to communicate and work well with a wide range of individuals with or without technical skill.
- Highly organized.
- Scheduling and Project Management aptitude.
- Basic GAAP and accounting principles knowledge.

BONUS POINTS:

- NetSuite Administrator (Suite Foundation) Certification
- Adaptive Planning experience
- Salesforce experience
- High-volume service transaction experience
- Payment processing experience including credit card and ACH

BENEFITS:

We offer a great compensation package, with paid vacation and sick time, flexible working options (including remote “workcations”), a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you’ll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send a resume, cover letter, and link to your LinkedIn profile to resumes@onelegal.com.