



**POSITION: Sage 100 Technical Consultant**

**PRINCIPAL DUTIES & RESPONSIBILITIES: (Core Competencies)**

The Sage 100 Technical Consultants' primary focus will be on providing friendly and professional technical services to our clients using Sage 100. Consultant will be installing new software, performing upgrades, converting data, creating reports and forms, working with integrations into SAGE 100 (imports/exports), remote connectivity, Custom Office, UDF's, and doing general trouble-shooting for clients. This position is also responsible for training internally on installation related issues. 3-5 years of dedicated Sage 100 ERP experience is required, as is knowledge of and ability to create custom reports through Crystal Reports. Knowledge of SQL is preferred.

As a MicroAccounting Sage 100 Technical Consultant you will:

- Uphold the Mission Statement of MicroAccounting.
- Follow all internal and external rules of compliance, regulation and confidentiality.
- Follow predefined checklists for upgrades and implementations.
- Work to improve the business success of our clients through the innovative delivery of business management solutions.
- Work with colleagues to solve challenging technical issues in a team environment.
- Perform any other duties pertaining to business needs, as assigned by Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

A MicroAccounting Sage 100 Technical Consultant must:

- Have superior written, verbal, and organizational skills with excellent attention to detail.
- Have a strong command of the English language (written and verbal) and understand/practice proper e-mail etiquette.
- Have proven ability to manage multiple priorities independently and simultaneously and maintain deadlines.
- Be resourceful and results oriented; driven to achieve goals and objectives.
- Have excellent time management skills.
- Be proficient in Microsoft Word, Outlook, Excel and other common business software.
- Knowledge of SQL is preferred.
- Knowledge of Crystal Reports is required.
- 3-5 years of dedicated Sage 100 ERP experience required.
- Work well under various demanding situations.
- Work well in a team environment.

**CREDENTIALS & EXPERIENCE:**

High School diploma or equivalent required. 3-5 years of dedicated Sage 100 ERP experience and experience creating Crystal Reports required.

**Benefits Included:** 401k, Health Insurance (Medical, Dental, Vision), Paid Holidays, Paid Vacations, Paid Sick Days

Please submit resumes through link at: <https://app.smartsheet.com/b/form/c75219cadff84f89bf20c1f29bbcb5d0>