



OFFICE OF THE NASSAU COUNTY COMPTROLLER

240 Old Country Road
Mineola, New York 11501
Tel: (516) 571-2386 Fax: (516) 571-5900
nccomptroller@nassaucountyny.gov

Product Coordinator / Manager

TITLE: County-wide Product Coordinator / Manager

GENERAL POSITION DESCRIPTION:

Nassau County Comptroller's Office is seeking a financial systems Product Coordinator/ manager and primary point of contact for the County-wide Accounting System migration including pre-implementation analysis, acquisition and implementation.

RESPONSIBILITIES:

The Product Coordinator / Manager will report to the Comptroller's Office and be expected to provide professional financial systems migration management and oversight, leadership, and negotiation expertise for the Comptroller's Office during every phase of the system migration, while fostering and facilitating collaborative and positive working relationships with the Systems Migration Team. The Systems Migration Team will include the County Executive Office, Comptroller's Office, Legislature, other major stakeholder departments (with Subject Matter Experts- SMEs and Functional Leads), the Information Technology Department, other affected departments, vendors, department heads and other pertinent individuals.

This role requires both strategic and tactical knowledge for identifying, driving and quantifying process and cost efficiencies through automation, process improvement, and enhanced decision-making through the accessibility and use of data.

Responsibilities include but not limited to:

- Provides oversight and leadership expertise on systems implementation and/or related activities/phases for the Comptroller's Office to include the entire system pre-implementation and implementation lifecycle. Duties include developing the migration plan based on estimates and timescales, determine appropriate levels of effort, and scheduling of project tasks. Furthermore, this role will report systems migration progress, including risk and issues, to product stakeholders and County management while providing leadership and guidance to the County's management and stakeholders following professional ERP management practices, standards, processes, and guidelines.
- Serve as the systems migration owner of the accounting-based systems application, the supporting infrastructure, and underlying data. Serve as the key technical/functional interface between IT and all business functions dependent on financial systems to determine current and future technology needs.
- Work with the Systems Migration Team to obtain information on existing technology and identify the County needs, to assist in the creation of business and technical requirements which will be used to configure the proposed application and create the RFP for the Software System Provider.
- Establish relationships with internal stakeholders to serve as a point of contact for troubleshooting or enhancement requests. Ensure that departments are responsive to the consultants and are



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providing necessary information. Facilitate the scheduling of consultant interviews with appropriate department personnel. Attend weekly meetings of the Systems Migration Team.

- Monitor key performance indicators (KPI's), and well as time and financial budget vs. actuals to ensure activities are in line with expectations.
- Work with consultants to document the evaluation of risks and impacts (positive and negative) associated with changes to business processes and systematic changes. As needed, recommend reallocation of team resources and priorities to address risks or delays identified. Outcomes include the Identification of areas for optimization and risk mitigation, ensuring a strong control environment.
- Coordinate and lead implementation and training for the new system. Work with the System Migration team to ensure that change management is addressed for the migration process.

QUALIFICATIONS:

1. Proven history of independently managing and delivering large-scale, complex, multi-year, financial system implementation projects (entire pre-implementation and implementation life cycle). Government experience is preferable. Utilizing a solid understanding of systems migration concepts, systems, and implementation methodologies, including project scope, schedules and tight timelines, resource management, quality, cost control, change management, and process improvement
2. Functional knowledge of ERP functionality (major financial applications such as Netsuite, Workday, Oracle, SAP, etc.) and enterprise architecture.
3. Ability to map control and security considerations into systematic configurations to ensure processes meet compliance standards.
4. Have an understanding of and can demonstrate experience with accounting processes and system implementations
5. Strong leadership skills and ability to develop, mentor and manage a team with a people-first approach. Proven ability to work as a leader to drive automated and technical solutions to address business process and improve efficiency.
6. Excellent problem-solving skills. Detail oriented, quick study, proactive, and self-motivated.
7. Able to readily diagnose system deficiencies and collaboratively design or seek solutions to implement effective for complex technical problems
8. Strong presentation, verbal and written communication skills along with the ability to articulate complex ideas in easy-to-understand business terms to all levels of executives/management and staff and interact in both functional and technical areas
9. Professional credentials: PMP, CISM, CISSP (preferred)



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EDUCATION:

BA or BS Degree or equivalent, preferably in Computer Science, Accounting, Business Administration or related technical field.

TO APPLY: Submit a cover letter and resume to NCComptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR