Applications Coordinator

The Application Coordinator is responsible for working with and supporting Construction and Paving projects, Plant, Fleet, as well as General and Administrative departments performing and coordinating functional processes within Vista, Middlesex's ERP platform and other related applications/software tools.

Department: Finance
Reports to: Director of Business Applications
Status: Full Time/Salary

Responsibilities:

- Work with all Vista software modules including accounts payable, accounts receivable, payroll, human resources, equipment, cash management, purchasing, general ledger, subcontracts, job billing, cost management, and material sales
- Promote and support Vista and other systems to manage, track, and coordinate related work items and documents electronically using available toolsets including Work Centers, Workflows, Checklists, Notifiers and Content Management
- Support proper project setup including accurate contacts within Vista to be used by project team members in multiple programs to electronically send and track correspondence and documentation to vendors, clients, internal resources, etc.
- Monitor the proper entry and maintenance of purchase orders and receivers within the system; assist in closing out purchase orders; and assist team members with the effective day-to-day use of the purchasing module and related programs
- Train and support team members in regards to compliance tracking of insurance for subcontracts and other compliance related needs such as signed documents, notices, releases and other identified requirements
- Create, modify, manage and assign Work Centers and related inquiries in Vista
- Maintain Work Center Library Templates by functional groups
- Work with imports and other Vista tools to update, import, or report key data and changes
- Assist with supporting, training, and coordinating related system-based activities to streamline business processes and to promote best practices
- Promote and support reporting tools such as Global Software Spreadsheet Server Query Designer and Vista reports, Work Centers, and exports
- Track and respond to user requests in regards to Vista and other applications
- Assist in finalizing and updating Vista and other applications internal process documentation
- Assist with new hire orientation including Vista introduction and continued training

Qualifications:

- Minimum of 3 years' experience in similar role
- BS in Accounting, Finance, Computer Science or Construction Management a plus
- Strong understanding of financial and construction cost accounting principles required
- Must be able to work in a fast-paced, demanding and lean working environment and able to produce accurate results as well as the ability to multi-task
- Dedicated hands-on self-starter with attention to details
- Proficiency with all information systems including Microsoft office tools (high degree of Excel expertise) and Global Spreadsheet Software
- Excellent verbal and written communications skills
- Construction or related industry experience preferred in a finance/systems or operations/system role with Vista or a similar construction based ERP platform a plus

The Middlesex Corporation is an "Equal Opportunity Employer—Minorities, Females, Veterans and Disabled Persons"

6/3/16