



Boynton Beach Palm Beach Gardens

JOB TITLE: Business System Coordinator
DEPARTMENT: Accounting & Finance
LOCATION: Mandel JCC, Boynton Beach
CLASSIFICATION: Non-Exempt

POSITION SUMMARY:

The Mandel JCC is a non-profit social services agency founded upon Jewish ethics and values. Committed to meeting the ever-changing needs of the entire community, the JCC strengthens Jewish identity and enriches quality of life through diversified social, educational, recreational, and cultural programs. Operating out of two facilities throughout Palm Beach County, the JCC provides the total community with a forum for open dialogue and offers inclusive wellness, education, and community services for members and guests of all backgrounds.

The Business System Coordinator will be the liaison between our business units and Personify Constituent Management & Engagement System. Personify is an advanced system built on top of SAP which we use throughout the business for everything, including billing and program registration, sales and marketing program management. The successful candidate will be able to work effectively in a fast-paced, collaborative environment and will help ensure the integrity of the data by working closely with JCC staff members and Personify Support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate agency product development needs and any related issues the dedicated Personify support team and provide business units timely updates and resolutions;
- Provide business units support in ensuring the data entered in database is correct; assist them in fixing any incorrect data;
- Assist staff members in gathering data, run reports and resolve issues;
- Provide staff support on using Personify by showing them how something is done in the system or by ensuring Personify support provides assistance;
- Work with accounting to ensure all revenue in Personify is recognized properly in the accounting system.

MINIMUM POSITION REQUIREMENTS:

- Bachelors of Science degree (or working towards) in Computer Science, Management Information Systems, Engineering, or equivalent computer related degree from an accredited college or university required (Four or more years of relevant experience may be considered in lieu of degree);
- Strong understanding and experience of data warehousing, data transformation, and business intelligence;
- General understanding of core database principles;
- Work experience in SAP Business Objects is a plus;
- Understand of revenue recognition and basic accounting knowledge;
- Expert-level computer skills are required;
- Ability to translate business requirements into technical requirements is critical;
- Strong analytical, organizational and troubleshooting skills, with attention to detail;

- Exceptional written and verbal communication and listening skills are a must.

WHY SHOULD YOU JOIN US?

Culture

The Mandel JCC of the Palm Beaches is committed to a passionate, member and community-centric culture where team members are encouraged to contribute and collaborate leading to a highly engaged JCC family.

Opportunities for growth

Internal mobility is highly encouraged and fully supported.

Benefits (Full-Time Employees)

- Health Benefits
- Life, AD&D, Short Term Disability
- PTO: Vacation, Sick and Personal Days
- Voluntary Benefits: Pet Discount Program, Financial Wellness, Identity Theft Protection, Accident and Critical Illness
- Staff Discount on our Programs (FT and PT employees!)

TO APPLY

Please send your resume and cover letter to Erikk@jcconline.com with "Business System Coordinator" in subject line.

EEO STATEMENT

The Mandel JCC of the Palm Beaches does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Personnel Manual. The Mandel JCC of the Palm Beaches will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.