

This position will be responsible for assisting the Professional Services team in providing implementation and best practice consulting services around the entire suite of our Corptax products to our customers. The Consultant will be responsible for working with Lead Engagement Managers on understanding customer business needs and providing and implementing the most appropriate solutions to address those needs. This individual will also be developing and completing engagement work plan tasks, ensuring that customer's needs are being addressed, and performing other tasks as assigned by the Lead Engagement Manager to ensure the success of the project and delegating work as appropriate to consultants.

Responsibilities:

The primarily responsible for fulfilling the tasks associated with specific Corptax product implementations and looking at ways of streamlining product implementations. The focus of the implementations will be around the Corptax provision product lines (ADP and AGP), along with providing assistance with other Corptax product offerings, including: US Compliance, WorkSpace and other products. Specific tasks include:

- Performing assigned basic implementation functions associated with an engagement (and mentor consultants in doing the same)
- Understanding and documenting customer business requirements
- Data gathering, manipulation and analysis
- Keeping and publishing meeting notes and ensuring customer business needs are being met
- Performing assigned Corptax Setup tasks (and mentor consultants in doing the same): profiles, report folders, data mapping, database population
- Executing assigned project tasks in an efficient and effective manner
- Providing the Lead Engagement Manager (LEM) with support on project management tasks as directed and appropriate
- Communicating with LEM regarding time allotted for assigned tasks to ensure efficient completion (i.e. on time and on budget)
- Reviewing each engagement and identify means of streamlining project implementations, standardizing engagements, and ensuring appropriate resources are being applied to each engagement
- Creating process mapping diagrams for each engagement and suggest/implement process changes as appropriate in order to meet the client's needs

Qualifications

- Minimum of 1-3+ years of work experience preferably in a finance and/or accounting function
- Excellent oral and written communication skills
- Preference for prior customer facing experience working as a vendor
- Strong project management skills as demonstrated by education and/or work experience on projects lasting 3+ months in length
- Demonstrated experience in business process improvement projects
- Strong emphasis on the ability to listen to customer requirements and understanding their business issues
- Demonstrated experience and aptitude with learning and implementing software solutions (accounting, tax, ERP, etc.)
- Demonstrated ability to work in a fast-paced multi-tasking environment with minimum level of supervision
- Bachelor Degree in an engineering, technical, business or accounting field (tax experience is a plus)

THIS POSITION REQUIRES 50%-75% TRAVEL

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You can also fax your resume to Corptax Recruiting at **847.236.8015** or email at **recruiting@corptax.com**. Corptax offers a competitive salary and full benefits. EOE/M/F/D/V.