



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2024-05

Posting Date: 5/24/24

Closing Date: 6/7/24

JOB POSTING

ERP Manager

Financial Services

Salary Range: \$74,820.73 - \$101,380.23 annually
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

Note: If minimum typing speed is required under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to www.typingtest.com. Please attach the results to your on-line application.

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Applicants wishing to request an accommodation should contact the Human Resources Department by email at hr@hernandoclerk.org or by phone at (352) 540-6233.

Employment preference is given to applicants who do not use a tobacco product(s).

JOB SUMMARY:

The Enterprise Resource Planning (ERP) Manager manages the governance, functional, and operational (as opposed to the technical) aspects and processes associated with the implementation and support of the Enterprise Resource Planning system, to include, but not limited to governance board(s); change management and upgrade processes; and communication with and presentations to system stakeholders. This work involves leading and facilitating the Countywide integration of ERP processes and procedures; planning and coordinating the change management processes required for the implementation and support of the County's ERP systems essential for business operations; and collaborating and communicating with all stakeholders.

ESSENTIAL JOB DUTIES:

1. Ensure that the ERP systems are implemented and supported to meet business requirements and goals.
2. Fulfill user requirements and identify and resolve systems issues.
3. Implement business practices that support troubleshooting, streamlined workflow, and efficient use of the ERP systems, and managing the issues list.
4. Coordinate project plans for ERP system implementation and enhancements.
5. Assist with contract negotiations with ERP software and service providers as needed.
6. Lead the evaluation, installation, configuration, and deployment of implementation and post-implementation ERP applications and upgrades to existing applications.
7. Ensure that ongoing ERP implementation and future upgrades and system roadmaps align with enterprise infrastructure lifecycle planning, and that the technology is funded and in place to support the systems.
8. Serve as liaison between technical staff and vendor to assist with design specifications, program logic, data conversions' coordinating feasibility studies for ERP products.
9. Ensure that ERP integration into County systems meets functional requirements, system compliance, and interface specifications.
10. Collaborate with stakeholders in the testing of ERP software programs and applications; translate stakeholders' requirements into team objectives.
11. Coach and mentor the team to deliver favorable results.
12. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Graduation from an accredited four-year college with a degree in Accounting or Project Management or a related field.

Experience:

Seven years of recent and relevant finance, or project management, preferably in a government agency.

An equivalent combination of education, training and experience may be substituted at the Clerk's discretion.

Licenses/Certificates:

N/A

EQUIPMENT USED:

Personal computer, calculator, copier, scanner.

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Ability to understand and apply applicable rules, regulations, County policies and procedures related to financial reporting for Federal, State and Local grants.
- Ability to interpret, comprehend, and implement policies and procedures.
- Intermediate knowledge of Excel, Word, Outlook and other basic Windows applications.
- Ability to communicate orally and in writing, including interacting with office personnel in a professional manner.
- Ability to perform duties with minimum supervision.
- Superior analytical and evaluation skills are required.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to access file cabinets for filing and retrieval of data. Ability to communicate orally in order to answer the telephone.

WORKING CONDITIONS:

Office environment. Flexible hours as needed.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.