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**Source Consulting Group LLC (“Source”)** is the premier full-service consulting firm focusing exclusively on the strategic and operational business process and technology needs of legal and professional service firms worldwide. Our consultants are a highly talented group of professionals who offer a unique blend of core experience and specialized skills in their areas of expertise. Our employees are our greatest competitive advantage.

### **ERP Project Manager & General Business Consultant**

#### **Key Responsibilities:**

- Provide consulting services related to the deployment and optimization of Thomson Elite's Enterprise &/or 3E system; Aderant's and/or Intapp's applications
- Manage full-cycle implementations of accounting and billing systems, reporting solutions, HR solutions, and interfacing with 3<sup>rd</sup> party products
- Lead Requirements Discovery sessions
- Create project and task plans
- Manage and schedule vendor(s) and resource(s)
- Prepare project status reports; conduct management and status meetings
- Interface directly with client's top management
- Develop process flow charts using Microsoft's Visio application
- Consulting services related to deployment of back office operational systems including Human Resources (HR), Fixed Assets, and Payroll and expense management systems
- Ensure deadlines and quality standards achieved involving client, vendor, and Source personnel
- Adept to working on projects of varying complexity and size
- Provide detailed functional testing, custom development specifications, and report specifications during implementations
- Perform best practice business and operational process reviews including but not limited to the following areas: Client Billing, New Business Intake (NBI), Accounts Payable and Expense Management, General Ledger, Purchasing, Fixed Assets, Human Resources (HR) Management and New Hire Intake
- Lead and participate in application selection projects including planning and strategy, requirements gathering, guidance on available solutions and industry trends, RFP development, scheduling, scoring and contract negotiations
- Provide assistance on internal matters; firm and group related practice development projects including business development opportunities and intellectual property development
- Participate in public speaking opportunities at industry conferences and seminars
- Manage implementation, integration, enhancement, or audit projects
- Deliver all client documentations applying Source style guide, utilizing Source templates, and reviewed timely for a branded, professional submission



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**Qualifications:**

- Bachelors of Arts degree (or higher) in Accounting
- CPA accreditation, preferred
- PMP Certification, highly desirable
- Two years + experience managing large scale projects in the legal or other professional services industry
- Two years + experience as a consultant or a technical advisor
- Successful track record managing a full-cycle implementation of Aderant Expert, Thomson Reuters Elite's 3E or Enterprise financial systems and/or Intapp's applications
- Strong communication skills (written and oral); writing sample required
- Ability to work independently with minimal direction/minimal supervision
- Valid Passport
- Ability to travel 80% (inclusive of international travel); primarily Monday thru Friday
- Spanish- fluency, beneficial

**Systems Experience:**

- Proficient in Microsoft Project, Visio, & Professional Office Suite (Word, Excel, PowerPoint)
- Advanced Microsoft Excel Skills -including use of macros and advanced features, preferred
- Calendar Applications & tools
- SQL Query, highly desirable
- Knowledge of Aderant Expert, Elite's Enterprise or 3E accounting and billing systems

**Compensation:**

- Competitive Salary
- Bonus --based on individual and firm's performance, annually
- Competitive benefits including matching 401K; 3 weeks of PTO; and Health, Dental, & Vision Care package

**To apply for this position please submit resumes to: [recruiter@sourcegroup.com](mailto:recruiter@sourcegroup.com)**