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**Source Consulting Group (“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.

### **Elite 3E/Aderant Expert Application Consultant**

#### **Key Responsibilities:**

- Provide consulting services related to deployment and optimization of Thomson Reuters Elite 3E or Aderant Expert accounting and billing system software applications
- Develop process flow charts using Microsoft Visio application
- Guide clients on configuration and best practices
- Train client’s staff on applications
- Guide and assist clients with user acceptance testing
- Interface with client/vendor/Source personnel to ensure timelines and quality standards are met
- Adapt to projects of varying complexity and size ongoing simultaneously
- Provide custom testing scripts, custom development specifications, and report specifications during implementations
- Assist with practice management and financial system product selections
- Perform best practice business and operational process reviews including but not limited to areas involving Client Billing, New Business Intake (NBI), Accounts Payable and Expense Management, General Ledger, Purchasing, Fixed Assets, Human Resources (HR) Management and New Hire intake
- Provide assistance on practice development projects including marketing surveys and intellectual property development for cross client application
- Deliver all client documentations applying Source style guide, utilizing Source templates, and reviewed timely for a branded, professional submission
- Participate in public speaking opportunities at industry conferences and seminars

#### **Qualifications:**

- Bachelors of Arts Degree (or higher) with a Major in Accounting
- CPA accreditation, preferred
- 2 years + experience auditing, consulting or working within the legal or professional service industries
- 2 years + experience working with Aderant Expert or Thomson Reuters Elite 3E applications
- 2 years + experience training, implementing, or configuring Aderant Expert or Thomson Reuters Elite 3E applications
- Strong communication skills (written and oral); writing sample required
- Attentive to detail, achieving deliverables to target deadlines and specifications



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- Perform with strong multi-tasking skills
- Ability to work independently with minimal direction
- Ability to travel up to 100% weekly
- Valid passport
- Spanish- fluency, beneficial

**Systems Experience:**

- Microsoft's Office Suite (Word, Excel, Power Point)
- Microsoft's Visio and/or Project application, preferred
- Advanced EXCEL Skills
- SmartSheet application
- Calendar applications –Microsoft's Outlook plus others
- SQL Query, highly desired
- Aderant's Expert or Thomson Reuters Elite's 3E accounting/billing systems

**Compensation:**

- Bonus -- based on individual performance
- Competitive benefits including matching 401K, 3 weeks of PTO and health care, STD and LTD benefits

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