

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.

A **3E Application Consultant** is a client facing consulting role for 3E Financial and Billing Software by Thomson Reuters. Consulting services can range from modular training, providing best practice guidance as to configurations and software usage, troubleshooting bugs, providing support during user acceptance testing (UAT), and user guide documentation to process or gap-analysis.

Role Responsibilities:

- Provide consulting services (virtually/remotely and on-site) related to deployment and optimization of Thomson Reuters 3E financial and billing software
- Manage schedule: keeping client(s), Project Managers, and Source Resource Management (“Scheduling Department”) informed with timelines, shifting dates/times, and budget parameters
- Develop process flow charts using Microsoft’s Visio application
- Guide clients on configuration and best practices
- Train client’s staff on the application; trouble-shoot solutions in processes with client users
- Ability to work independently to manage client relationship, schedules and work load
- 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 detailed functional testing, custom development specifications, and report specifications during implementations
- 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 internal 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 marketing and sales opportunities including but not limited to public speaking opportunities at industry conferences; seminars; writing content for white papers; publishing articles in partner periodicals; scoping calls as a subject matter expert (SME)

- Maintain certification and expertise in the field particularly with Thomson Reuters' products in the legal industry- particularly with the development of Cloud-based products and other updates & upgrades in the system
- Utilize internal 3e Test Instance environment for continued development of skills

Qualifications:

- Bachelors of Arts Degree (or higher), ideally with a Major in Accounting or finance
- CPA accreditation, preferred or strong financial/general ledger background
- 2 years + experience auditing, consulting or working within the legal or professional service industries
- 4 years + experience working with Thomson Reuters 3E financial and billing software
- Strong communication skills (written and oral); writing sample required
- Attentive to detail, achieving deliverables to target deadlines and specifications
- Perform with strong multi-tasking skills
- Ability to work independently with minimal direction
- Ability to travel up to 60%
- Ability to focus & work from home if not at client site
- Valid passport
- Spanish- fluency, beneficial but not required

Systems Experience:

- Microsoft's Office Suite (Word, Excel, Power Point, Visio)
- Advanced Excel skills including use of macros
- Calendar applications –Microsoft's Outlook, plus others
- SQL Query, highly desired
- Thomson Reuters 3E financial and billing software
- Smartsheets

Position Benefits:

- Compensation + performance-based bonus
- 401k Retirement plan option (Traditional and Roth)
- Starting with 3 weeks paid time off; tiered accrual rate
- Additional 'Source Holidays' recognized (typically over 10 additional days of time off besides the US or Canada deem federal holidays)
- Employer Paid (or heavily subsidized plan premiums) Medical, Dental, Vision, Life, and Disability Insurance
- Voluntary & Ancillary benefit plans

To apply for this position please submit resumes to the following email address:

recruiter@sourcegroup.com