



NetSuite Administrator

- Perform day-to-day operations, maintenance, projects, change requests and support tasks for all NetSuite applications and associated systems
- Plan, review, and revise feature configurations and customizations of NetSuite to meet evolving business and operational needs
- Support requests for creation/modification of users/roles, partners and associated accounts/roles, workflow design, maintenance, and troubleshooting
- Develop & manage reports, dashboards, templates, and customizations to NetSuite
- Support NetSuite/360 Billing to manually upload usage via CSV Import; manually run scripts to create and email monthly invoicing
- Support end user requests for creation & modification searches; run saved & ad-hoc searches on behalf of end users
- Assist end users in running & modifying reports in NetSuite
- Provide internal, on-going system/technical support to users, including training and maintaining proper system access for all roles
- Develop, test, and deploy customizations utilizing partners and consultants
- Develop, document, and implement policies, procedures, and guidelines to ensure data integrity, change protocols, customization, usage, etc.
- Identify, evaluate, and recommend other key technologies required to support and improve business processes as they relate to the NetSuite platform
- Maintain up-to-date knowledge of NetSuite functionality on new releases, customizations, and integrations
- Participate in on-going system training and lead internal training sessions and regular information sharing activities
- Responsible for the NetSuite change management and release processes
- Responsible for NetSuite data management which includes governance and control, security, and integrity

Qualifications

- 7-10 years of experience in NetSuite Administration
- Proficiency in custom record types, fields, forms, roles and permissions, page layouts, templates, searches and reports, and underlying data model
- Strong understanding of billing, payments, A/R, A/P, revenue recognition, auditing, and reporting functions
- Experience with data import/export to/from NetSuite including bi-directional interfaces
- Demonstrate strong troubleshooting and analytical capabilities, creative problem solving and resourcefulness and ability to help others solve problems.
- Must be able to communicate clearly, concisely, and appropriately within a wide range of audiences.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.



- Ability to identify, resolve, and prevent recurring problems.
- Participates in special projects and performs other duties as required
- Ability to reassess priorities rapidly and properly

Who We Are:

Founded in 2018, Factory is a team of experienced operators with \$250M of investable capital who acquire meaningful equity stakes in high potential food and beverage companies and partner with them to rapidly build value. Factory team members have expertise in sales, marketing, product development, food science, manufacturing, logistics, supply chain, package engineering, graphic design, food safety, consumer insights, digital and social media, and finance. Factory is based in a one-of-a-kind 40,000 sq. ft. innovation and scale-up facility in Bethlehem PA, where we provide partner companies with support and resources so invested capital can be used for growth, not SG&A.

Location: Factory LLC., 315 Columbia St, Bethlehem, PA 18015

Reporting To: Head of Finance

**Please note this job description is not designed to contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.*

***All candidates must be eligible to work for any U.S. Employer*