



## Allegheny County Controller's Office

### JOB ANNOUNCEMENT

**POSITION TITLE:** JDE Project Associate  
**DEPARTMENT/DIVISION/SECTION:** Controller's Office, JD Edwards Service Center, Division of Management Systems  
**REPORTS TO:** Manager of JD Edwards Service Center, Assistant Manager of JD Edwards Service Center

#### MINIMUM REQUIREMENTS:

Bachelor's degree in accounting, business, or information technology, or equivalent experience with some professional experience in an information technology department or similar role. Advanced use of Microsoft Excel.

#### POSITION SUMMARY:

As part of the JD Edwards Service Center, this staff member provides solutions to users of Allegheny County's financial / payroll software system. By utilizing business knowledge and technical skills, they act as an internal consultant to help users solve their business problems.

#### DUTIES:

The Endpoint Coordinator must demonstrate the consistent ability to multitask effectively and work independently with minimal direction when necessary. They must be capable of handling multiple responsibilities with competing priorities. Specific duties include:

- Work with users to document workflows and procedures
- Prepare training manuals and participate in user training
- Coordinate user and internal testing
- Schedule meetings, create meeting agendas, and record meeting minutes on behalf of team members
- Serve as primary telephone and email support for the JD Edwards Help Desk
- Log and respond to requests via telephone or electronic communication in a timely manner
- Research questions using available information resources
- Ensure timely follow up to all assigned work
- Provide project assistance to other team members as requested
- Create reports using DAS reporting tool
- Interview and gather high-level client requirements to translate into detailed project plans
- Create project charters and project status reports on behalf of project managers

#### SUPERVISION RECEIVED:

The JDE Project Associate receives general daily supervision from the JD Edwards Service Center Manager and Assistant Manager.

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None.

**WORK ENVIRONMENT:**

This is a full-time position in a typical office environment. Remote work may be permitted two to three days per week upon management approval.

**PHYSICAL DEMANDS:**

Extensive use of computer, telephone, and calculator.

**CERTIFICATES / LICENSES:**

None.

**SALARY:**

The salary range for this position is \$47,000 - \$57,000.

**APPLICATION:**

To apply, please send a resume and cover letter by email to Haley Gregg, Human Resources Coordinator, at [haley.gregg@alleghenycounty.us](mailto:haley.gregg@alleghenycounty.us). Please indicate your preferred pronouns, name, and contact method.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*