NetSuite Administrator

Department: Information Technology

Employment Type: Full-Time

Salary Range: $100,000–$115,000 annually

Position Summary

Madison County is seeking a NetSuite Administrator to support and manage the County's NetSuite ERP system. This position is responsible for system administration, configuration, reporting, integrations, and ongoing optimization to ensure NetSuite effectively supports County operations. The NetSuite Administrator works closely with the Information Technology Department and County offices to maintain system reliability, data integrity, and efficient business processes.

Essential Duties and Responsibilities

- Administer and maintain the County's NetSuite ERP environment, including users, roles, permissions, and system configurations
- Configure and support workflows, custom fields, forms, dashboards, saved searches, and reports
- Support financial and operational business processes within NetSuite
- Provide troubleshooting and technical support to system users
- Manage data imports, exports, mass updates, and data integrity reviews
- Support integrations between NetSuite and other County systems
- Participate in system upgrades, testing, and deployment of enhancements
- Document system configurations, processes, and procedures
- Ensure appropriate security controls and role-based access
- Support audits and compliance activities as required

Required Knowledge, Skills, and Abilities

- Strong knowledge of NetSuite administration and configuration
- Experience with workflows, saved searches, reporting, and dashboards
- Understanding of ERP concepts and financial system processes
- Ability to analyze business requirements and implement system solutions
- Strong troubleshooting and problem-solving skills
- Effective written and verbal communication skills
- Ability to work collaboratively with technical and non-technical staff

Education and Experience

- Bachelor's degree in Information Systems, Business, Accounting, or a related field preferred; equivalent experience considered
- Five or more years of experience administering NetSuite or similar ERP systems

- NetSuite certifications are preferred but not required

Working Conditions
- Work performed primarily in an office environment
- Occasional evening or weekend work may be required for system maintenance or upgrades

How to Apply
Interested applicants should email a resume to jwilburn@co.madison.id.us.

Madison County is an equal opportunity employer and values the service of veterans. Hiring preference is provided to eligible veterans and eligible spouses in accordance with Idaho law.

In accordance with Idaho Code §§ 65-501–65-508, qualified veterans, disabled veterans, and eligible spouses may be entitled to a veterans' preference in public employment. Applicants claiming veterans' preference must submit required documentation at the time of application. Failure to provide documentation may result in the preference not being applied.