

**Title:** Payment System, Expense Management & Invoice Consultant

**Location:** United States

**Roles and Responsibilities:**

- Develop strategic and tactical recommendations for managing corporate card and expense management programs.
- Prepare client presentations; effectively communicate analysis and recommendations.
- Manage project tasks, activities and scope, and communicate updates to senior management.
- Provide leadership in completing project tasks.
- Understand corporate organizational structures and project management protocols for engaging Senior Management and Steering Committees.
- Lead cross-functional client teams in developing or improving business processes.
- Lead internal team members in delivering project components.
- Demonstrate confidence and intellect in project management discipline that gains client trust and respect.
- Successfully complete client engagements managing project to timelines, client expectations, and resource and financial budgets.
- Track project plans and ensure that any scope shift is managed and re-priced if necessary.
- Provide direction and support to team members working on assigned client projects
- Compose comprehensive Request for Proposal (RFP) documents, analyze vendor/supplier responses; compile and present summary of findings.
- Document tasks and completed work, monitoring against timeline goals.
- Develop process workflows, diagrams, and charts.
- Create financial analysis reports for a variety of sourcing scenarios.
- Create project summaries, sourcing evaluations, configuration documents.
- Configure expense management systems.

**Qualifications and Education Requirements:**

A Bachelor's degree (or higher) with emphasis on financial analysis, economics, technology, business analysis or similar field – or equivalent work experience.

Strong analytic and technical skills coupled with seasoned business experience.

A minimum five years' work experience working with financial software specifically for payment or expense management systems.

Advanced capabilities with MS Excel, MS SQL (or other database language), MS Access and reporting writing software.

Intermediate capabilities with MSWord, MS PowerPoint, MS Project, MS SharePoint and Visio.

Exceptional written and verbal communication skills.

Proven ability to work with minimal supervision.

Flexible working habits to accommodate project-based work schedule and global virtual meeting times.

Awareness to recognize when and how to communicate internally or with clients to manage project expectations.

Demonstrated critical thinking beyond a result and possess the analytical drive to learn how and why an action occurs.

Consulting paradigm and know-how for speaking with a client and presenting concepts and topics for vetting or acceptance.

Sense of urgency and discipline to proactively manage client demands.

Ability to meet multiple and simultaneous client deadlines and manage numerous and separate activities.

Ability to build consensus on strategic direction of projects.

Highly developed problem solving and decision-making capabilities.

Ability to set priorities, establish goals and plans.

## **Preferred Skills:**

Corporate procurement and strategic sourcing.

Corporate payment systems (Visa, MasterCard, AmEx, Air Plus) – both in North America and globally, including product characteristics among various Commercial Card Bank and Non-Bank Programs.

Global Automated Expense Management Applications and SaaS Suites.

Corporate ERP financial and HR systems, e.g. SAP, Oracle, Lawson, JDEdwards, etc.

Six Sigma, PMO and Agile Project Management.