

Information Systems Specialist

NCIRE, the Veterans Health Research Institute is a research institute working in conjunction with the San Francisco Veterans Affairs Medical Center. NCIRE has some of the country's most renowned MD and PhD scientists working in partnership with the University of California San Francisco (UCSF) and the SFVAMC to integrate research interests with the needs of veterans. Medical research is conducted in such diverse areas as aging, cardiovascular disease, neurodegenerative diseases, and cancer.

The IT department has a great opportunity for a recent graduate to fill an entry-level Information Systems Specialist to provide technical support to users for all business applications. The IS Specialist will participate in the implementation of new applications as well as the modification and enhancement of existing applications to meet the changing needs of NCIRE.

Essential Functions:

- Troubleshoot reported issues on all NCIRE business applications
- Coordinate with software technical support to resolve issues which need their attention for finding expedite solutions
- Assist with installing and applying upgrades to all business applications as needed
- Assist with testing new applications and enhancement of existing applications
- Review department requests and provide solutions as appropriate, including creating custom reports using Crystal Reports and developing custom applications
- Perform basic database administrative tasks including backup and restore
- Perform application administrative tasks including creating user accounts, setting user access rights, etc
- Perform other related duties as assigned

Job Requirements:

- Possession of a Bachelor's degree from an accredited college or university in MIS or Computer Science. Equivalent related experience is acceptable
- 1-2 years of experience in supporting business applications in a corporate setting, particularly accounting applications preferred
- Basic knowledge of relational database and T-SQL
- Basic knowledge of Crystal Reports version 9 or higher
- Basic knowledge of accounting principles highly desirable
- Working knowledge of Microsoft SQL Server 2000 or higher is desirable but not required
- Working knowledge of Microsoft Dynamic SL version 6.0 or higher is desirable but not required
- Web-enabled business application experience is a plus
- Ability to learn new concepts and technologies quickly
- Ability to manage and prioritize multiple tasks to achieve desired goals
- Ability to communicate technical information effectively both orally and in writing
- Ability to make sound decisions in a manner consistent with the essential job functions
- Knowledge of principals and practices of customer service

NCIRE offers a competitive compensation and generous benefits package, a stable, exciting environment and a wonderful work/life balance. Please email your resume and cover letter with salary expectation to careers@ncire.org. You must indicate job number 08-198 in the subject line for consideration. For more information about NCIRE please visit us at www.ncire.org.

NCIRE is an Equal Opportunity Employer