



Job Title: Salesforce Administrator (DBA)

BillingTree Payment Solutions

The proven leader in on-demand payment processing, BillingTree empowers customers with competitive advantage through simplification of the billing and receivables process. By delivering the most innovative technology while making it as easy and inexpensive as possible to accept payments BillingTree has revolutionized the payments landscape. Our focus on innovation has allowed us to help over 1000 customers eliminate manual processes and automate their payment cycle. BillingTree – Growth is our Business.

BillingTree offers a stable yet dynamic work environment. As a leader in the world of electronic payment processing, BillingTree has established itself as the industry expert. If you desire to become part of an industry leader that not only does more than simply provide a service but also builds relationships based on education and expertise, then BillingTree is the work environment for you. We are currently seeking highly motivated and dedicated individuals interested in joining our growing staff of professionals.

Job Summary

Role is responsible for administering the Salesforce.com CRM application. Responsible for developing and maintaining the functional areas of data management, forecasting, contacts, contracts, leads, campaigns, opportunities, assets, cases, projects, content, dashboards, reports and any other customization. Ideal candidate will be a software developer with extensive work experience with Salesforce.com and/or the force.com development platform.

Core Job Functions

Administer Salesforce appexchange applications including but not limited to DemandTools, DreamTeam, SpringCM, Fonality, Recombo, Marketo.

Maintain user roles, security, profiles, workflow rules, etc.

Training and Development of internal end users on the salesforce.com application

Maintain system metrics to track trends in usage and data integrity

Identify SF.com usage problems and craft technical / communication plans to remedy

Participate in cross-functional teams that address strategic business issues involving CRM.

Integrate with vendor partners and design optimal solutions for integration.

Breakdown of job role: 60% Salesforce, 25% Development, 15% Supporting Apps.

Position Specifications

Experience and Education

Bachelors Degree in Technology related field. Salesforce Admin. Certification required, Advanced Admin or Developer preferred. Must have at least four years experience in an IT related field; two or more years experience as a Salesforce Administrator in Enterprise or Unlimited Edition.

Foundational Skills

Listening, creative thinker, decision making acumen, problem solver, takes responsibility, demonstrates personal integrity & honesty, acute attention to detail, ability to multi-task.

Core Competencies

- Able to interpret and disseminate information.
- Solid knowledge of Salesforce Reporting.
- Exceptional analytical, quantitative, and problem solving skills.
- Project management with a Technical lead.
- Advanced technology & computer skills.
- Developer skills/background.

Software Skills

- General Database knowledge (SQL, Oracle, MySQL, etc)
- Data warehousing experience
- Reporting, analytics, forecasting and dashboard development
- Experience in SFDC implementations involving heavy data integration utilizing ETL tools such as Pervasive.
- Salesforce/CRM Database Management
- Experience maintaining and implementing apps via Salesforce AppExchange
- Experience with API's, APEX and Visual Force
- Working knowledge of database management tools (i.e. DemandTools) for de-duping, data cleanup, etc.

Benefits

BillingTree offers a competitive benefits package to all full-time employees. These benefits include: Medical, Dental, Vision, Short Term Disability, Accidental Death & Dismemberment (AD&D), Life Insurance and 401K. Additionally, 2 weeks paid vacation, 8 days of paid time off and 7 paid holidays.

BillingTree is an Equal Opportunity/Affirmative Action Employer. We offer competitive salaries, benefits, and unlimited growth opportunities for the right individuals. Located in beautiful Phoenix, Arizona, BillingTree provides the perfect professional environment for success!

Compensation: \$65 - \$70K D.O.E.

Hours: Full Time, Monday – Friday

Location: Phoenix, AZ

Interested Candidates should forward their resume + salary history to resumes@mybillingtree.com

* Please no 3rd party consulting firms or staffing agencies.