



Life Made Simple

# Data Technologies, Inc.

## Summit Municipal Accounting Solutions

Department:	Development
Reports To:	Al Grill
Title:	Development Manager

### Data Conversion Specialist

#### Qualities:

This position requires a detailed individual who is committed to providing the highest quality data conversions in the industry. You must have strong analytical skills and be very thorough and methodical.

#### Responsibilities:

The Data Conversion Specialist is responsible for the critical role of converting new customer's data from their existing system to Data Technologies Summit Accounting database. You will be responsible for converting the data from a wide variety of vendors and data formats including text, comma delimited data files, Access and SQL.

Activities include data analysis, determining business rules, programming and data verification. You will coordinate with the VP of Customer Services and Application Development Manager to ensure that we meet the customer's deadlines. During the test conversion you will:

- Create detailed mapping between old data elements and new data elements
- Contact customers to verify business rules and/or clarify data analysis
- Identify problems and make recommendations on how to overcome the issue
- Ensure that all data is migrated to Summit accurately
- Perform data verification including tie out all balances to the existing system
- Develop detailed plan for the live conversion

You will manage the live conversion including:

- Pulling customers live data from the current system
- Run conversion programs
- Verify converted data
- Provide reports demonstrating how we have tied balances to the old system
- Provide support representative with a hand off document
- Install or assist the support department to the converted data on Customer's database
- Provide post installation support to answer questions and address problems if they arise

As a part of these responsibilities, the Data Conversion Specialists will develop standardized procedures for common conversion routines to increase efficiencies as well as develop/maintain utility programs/scripts to automate common pre/post conversion tasks. This position plays a critical role to fulfill our commitment to customer satisfaction.

#### Knowledge / Skills / Experience:

The following experience and expertise will help you excel:

- COBOL programming experience
- Strong analytical ability
- Thorough and a high attention to detail
- Excellent verbal and written communication skills
- Customer facing experience
- Accounting experience helpful