



Phone :  
Web :

**Job Summary**

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Vacancy :  
Deadline : Oct 06, 2024  
Published : Sep 06, 2024  
Employment Status : Remote  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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### About Versapay

For growing businesses that need to accomplish more with less, Versapay's Accounts Receivable Efficiency Suite simplifies the invoice-to-cash process by automating invoicing, facilitating B2B payments, and streamlining cash application with AI. Versapay integrates natively with top ERPs, while allowing businesses to collect with a self-serve payment portal and collaborate with customers and teammates to resolve what automation alone can't. Owned by Great Hill Partners, Versapay's employee base spans the U.S. and Canada with offices in Atlanta and Miami. With 10,000 customers and 5M+ companies transacting, Versapay facilitates 110M+ transactions and \$170B+ in payments volume annually

Think you might be the next Veep to join? Read on!!

### Our Values

- ☑ We obsess over our customers.
- ☑ We help each other.
- ☑ We embrace diversity.
- ☑ We find better ways.
- ☑ We get things done.
- ☑ We own it.

As Salesforce Administrator, you will play a key role in driving continuous improvement and optimizing our Salesforce platform. You'll manage technical debt while implementing best practice design solutions based on user requirements and feedback. Your work will directly enhance the Salesforce user experience, making user satisfaction and customer experience top priorities in everything you do. You will take ownership of all aspects of user management, including handling support tickets, providing training, and designing innovative solutions that improve our platform's usability and effectiveness. We value a deep understanding of the Salesforce platform, along with a strong commitment to continuous learning.

In this role, you'll collaborate closely with our internal team and shared developer resources, while reporting directly to the Salesforce Product Owner. This position offers you the opportunity to shadow experienced professionals, expand your technical expertise, and gain valuable insights through daily guidance and mentorship from a supportive team.

### What you will do

- **User & License Management:** Optimize and manage our Salesforce systems through user and license management, support, and training. Handle system upgrades and updates, including Salesforce and Versapay releases, ensuring legacy configurations are updated or deprecated as needed.
- **Data Management & Integrity:** Import, export, and maintain data accuracy and alignment within Salesforce, with a focus on resolving historical data issues and [inconsistencies](#). Implement and manage data deduplication and cleansing processes. Ensure data flows correctly between Salesforce and other systems (e.g. Snowflake and NetSuite).
- **Customization & Solution Design:** Build and configure Salesforce solutions and third-party apps based on business needs, including refactoring or replacing outdated customizations. Design scalable solutions that align with team strategies, while cleaning up or deprecating legacy customizations and workflows. Leverage standard Salesforce features where possible and reduce future technical debt by simplifying and streamlining configurations
- **Automation of Business Processes:** Implement scalable automation solutions, including workflow rules and process builders. Continuously evaluate and improve automation to enhance operational efficiency.
- **Security and Compliance Management:** Maintain and enforce data security protocols and user access controls. Ensure compliance with relevant data protection regulations and internal policies, including updating legacy compliance measures.
- **User Experience and Reporting:** Design and maintain user interfaces and dashboards, with a focus on simplifying and enhancing the user experience and reducing technical debt. Develop and manage reporting tools for critical business insights, addressing and refining accurate and actionable reports focused on resolving issues caused by legacy data and configurations.

### What You'll Bring to the Team

- **Qualifications and Experience:**
  - Strong knowledge of Salesforce, particularly Sales Cloud, with preference for Salesforce certifications.
  - 1-4 years of hands-on experience in Salesforce administration, including user management, configuration, and building reports and dashboards. Service Cloud exposure is a plus.
  - Proficient in implementing Salesforce configuration changes (e.g., Flow, fields, page layouts, record types, custom settings, dashboards, and reports).
  - Basic understanding of triggers and Apex code, with a proactive approach to system maintenance and optimizing platform features.
- **Skills & Competencies:**
  - Strong problem-solving abilities, capable of translating requirements into effective technical solutions.
  - Highly motivated with excellent prioritization skills, able to complete tasks independently with speed and accuracy.
  - Effective communicator with strong relationship-building skills, responsive and adaptable to stakeholder needs.
  - Embraces best practices and demonstrates flexibility and resilience in the face of change.
- **Results & Impact:** Focused on achieving key outcomes, with the ability to prioritize tasks and seek guidance when necessary to ensure success.

\$70,000 - \$90,000 a year

#LI-Remote

### All of our Veeps live out our core values:

We look for excellence: individuals that are better than we are and not only meet our values but bring value to our teams.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized folks tend to only apply when they check every box. Think you have what it takes, but not sure you check every box? Apply to the role anyways. We'd love to talk and determine together whether you could be a great fit!

We are committed to providing an environment that is inclusive and accessible. Versapay is an equal opportunity employer and considers all applicants for employment without discrimination. Please let us know if accommodation for the recruitment/interview process is required and we will work with you to make sure your needs are addressed.

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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