

Financial Systems Lead



Who we are

NTS Environmental Science and Engineering is a leading provider of comprehensive environmental services, offering consulting, engineering, engineering support, and data management solutions to a diverse clientele in northern Minnesota's Iron Range region. Our company has an employee-driven culture that promotes professional development and growth. We prioritize integrity, safety, client-focus, and excellence in all aspects of our work. We provide competitive pay based on experience level, a comprehensive benefits package, flexibility, and opportunity for advancement.

Position Overview

The Financial Systems Lead is responsible for the oversight and accuracy of NTS's financial and project accounting systems. This position combines financial administration, systems management, contract oversight, and analytical reporting to support project management, company operations and strategic planning. The role manages the setup, integrity, and performance of NTS's accounting and project management systems, oversees contracts and budgets, and provides financial insight to leadership. The ideal candidate has strong technical aptitude, accounting knowledge, and the ability to connect system processes, contracts, and financial outcomes in a project-based environment.

Key Responsibilities

- Administer and maintain NTS's accounting, contract, and project management systems, including setup, permissions, data integrity, and workflow optimization.
- Oversee general ledger structure, chart of accounts, and financial reporting setup within the accounting system.
- Review and oversee client and subcontractor contracts to verify financial terms, scope, and compliance.
- Oversee project setup, billing, and tracking to maintain accuracy between contractual, operational, and financial systems.
- Reconcile and validate project and accounting data to confirm accuracy across systems.
- Develop financial reports, forecasts, and analyses to support management and Board decision-making.
- Lead company budgeting, financial planning, and cash-flow projections in coordination with department heads.
- Identify and implement process and system improvements to strengthen accuracy and efficiency.
- Coordinate with IT and software vendors for updates, troubleshooting, and system enhancements.
- Train and support staff in system use, data-entry accuracy, and financial procedures.
- Maintain documentation of financial, contractual, and business processes within the NTS Business Manual.
- Maintain confidentiality of company financial and contractual information.

- Perform other duties as assigned, including administrative and front-office support.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Business, Management Information Systems, or related field.
- Experience administering or working with business, accounting, or ERP systems.
- Strong analytical and problem-solving skills with high attention to detail.
- Proficiency in Microsoft Excel and familiarity with databases or reporting tools.
- Excellent communication and organizational skills.
- Ability to collaborate effectively with individuals across diverse roles, disciplines, and working styles.
- Ability to manage multiple priorities independently and effectively.

Preferred Qualifications

- Experience in a project-based or professional services environment.
- Experience reviewing or managing contracts.
- Familiarity with ERP, project accounting, or business management systems.
- Working knowledge of cost accounting, budgeting, and financial analysis.
- Background in systems administration, process improvement, or contract management.

To Apply

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