Position Title: Microsoft Dynamics 365 Functional Consultant

Type of contract: Full-time Consultant

Location: Remote

Deadline for Application: August 12, 2024

Start date: TBD 2024

Duration: 5 months with the possibility of renewal depending on funding availability and performance.

Remuneration: Commensurate with experience and education

Consultancy opportunity number: CFR/19/24

BACKGROUND

The OAS is currently undertaking a major effort to modernize its core systems and business processes. The OASCORE Business Modernization Platform is an organization-wide program, led by the Secretariat for Administration and Finance, to help redefine its business processes and further increase operational performance and efficiency, strengthen internal controls, maximize process automation and self-serve, and drive integration with the Organization of American States (OAS) National Offices. These high-level goals will ensure the OAS becomes a more agile organization that can quickly pivot to internal and external changes.

The OASCORE program is a highly complex business transformation effort and has been deemed as the number one priority for the OAS and its member states.

ROLE

The Microsoft Dynamics 365 Functional Consultant ("the Consultant") works under the direct supervision of the Product Owner for the Department of Financial Services, as a key contributor to the OASCORE Business Modernization Platform Program. The Consultant focuses on delivering a platform-agnostic, user-centric approach that transcends just Microsoft Dynamics 365 F&O ("D365 F&O").
The main role of the Consultant is to perform and validate complex functional configuration in Microsoft Dynamics 365, primarily F&O (“D365”), based on operational, accounting and financial requirements. The Consultant collaborates with the Information Technology (IT) team to align custom ERP extensions with functional requirements. The Consultant investigates government and public sector-specific features within D365 F&O and identifies opportunities for operational improvements in consultation with stakeholders. The Consultant actively participates in the creation and documentation of user stories and end-to-end workflows.

**DUTIES AND RESPONSIBILITIES**

- Architects and implements entities, fields, business logic, templates, and solutions that align with business needs within D365 F&O.
- Monitors and troubleshoots D365 F&O system issues and configurations, providing timely reporting and resolution.
- Advises and collaborates with the IT team for custom development within D365 F&O and its integrations with ancillary systems.
- Creates detailed documentation for end-to-end workflows and transactions as specified by functional process owners.
- Tracks modifications in functional and business specifications and produces easily digestible procedural documents for end-users.
- Facilitates training and guides users in conducting thorough testing within D365 F&O.
- Designs or assists in developing dynamic reports through Dynamics Management Reporter, Electronic Reporting, and/or Power BI.
- Fosters positive working relationships across cross-functional teams, process owners, and end-users.
- Performs related duties as assigned by Product Owner.

**REQUIREMENTS**

- **Education**
  - Bachelor’s degree in Business Administration, Accounting, Computer Science, Engineering, or related field.

- **Technical**
  - Demonstrable expertise in Dynamics 365 F&O Finance & Operations is mandatory.
  - Proficiency in Dynamics Management Reporter and Electronic Reporting is mandatory.
  - Knowledge of Microsoft Power BI and Power Platform is advantageous.
  - Experience with process mapping tools is essential.
  - Prior exposure to government or public sector ERP deployments (e.g., fund accounting, appropriations, encumbrances) is highly desirable.

- **Language**
  - Proficiency in oral and written communication in English or Spanish. Preferably both languages.

- **Working skills**
  - Proven ability to meet project deadlines.
  - Team-oriented with strong analytical problem-solving capabilities.
  - Demonstrable global business acumen.
• Application

Please submit:

• A letter of interest detailing requisite qualifications and interest in the consultancy.
• An updated resume.

Please send the completed application via email to DFS Director Office 
DFSDirector@oas.org with the subject "Microsoft Dynamics 365 Functional Consultant".

The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.