



CentralStar

Full-time ERP and IT Administrator

Hours: Full time **Reports to:** Chief Financial Officer

Location: Work from either our Waupun, Wis., office OR Lansing, Mich., office. A hybrid-working option that includes a home office may be available after all training, role transition, etc. is complete.

Application deadline: Nov. 17, 2025

About this career:

Experience a career with CentralStar Cooperative, a member of the Select Sires Federation and home to the nation's largest Dairy Herd Information (DHI) program. As the Enterprise Resource Planning (ERP) and Information Technology (IT) Administrator, you'll manage and optimize our ERP system to support critical business operations across our multi-state agricultural cooperative. Responsibilities include system configuration, customization, integration, user support, and ongoing maintenance to ensure smooth and efficient performance. The role may also provide occasional support for the cooperative's computer networks and related improvement efforts. You'll collaborate with database associates, directors, and business-unit managers to identify hardware, software, and data needs, as well as coordinate training, installation, and support. Ideal candidates bring strong technical expertise in ERP platforms (Acumatica preferred), Structured Query Language (SQL) database management, and business process workflows, as well as proven analytical and problem-solving skills. Relevant certifications and a proactive approach to improving systems and processes are highly valued.

Responsibilities:

- Manage and optimize the Acumatica ERP system, including configuration, troubleshooting, and user support.
- Maintain proficiency in the Acumatica framework, report designer, and query language, with working knowledge of key modules such as financial management, distribution management, customer management, and service management.
- Oversee database management using Transact-SQL (T-SQL) and Microsoft SQL relational databases; ensure adherence to data-management best practices and SQL Server performance standards.
- Support system integration between Acumatica and other applications, including Customer Relationship Management (CRM) systems, Power BI for business intelligence, and Electronic Data Interchange (EDI).
- Manage relationships between IT vendors (currently Convergence Networks and Algorithm) and the cooperative.
- Consult with management and other team members regarding data, computer, communication, and personnel needs, as well as regulatory and legal responsibilities.
- Evaluate system performance, workload capacity, and cost considerations to determine optimal hardware and software configurations.
- Collaborate with data-processing and project managers to understand system capabilities, limitations, and requirements for upcoming projects.
- Maintain infrastructure, hardware, backup, and cloud services in coordination with external vendors.
- Administer the cooperative's network and CRM system.
- Train users on new or modified systems and software; provide technical support as needed.
- Assist in implementing and maintaining disaster-recovery and emergency protocols.
- Participate in the preparation and management of the annual business-unit budget.
- Work collaboratively with executive leadership and business-unit managers to align technology systems with organizational goals and key performance measures.
- Pursue ongoing professional development and promote innovation, collaboration, and high integrity in daily work.
- Foster collaboration and uphold CentralStar's mission, vision, culture, and values through everyday interactions and decision-making.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in IT or a related field preferred. ERP experience required (Acumatica preferred). Network certifications (CompTIA A+, Network+, Security+) and/or prior network administration experience are a plus.
- Knowledge of the dairy or agricultural industry is beneficial but not required.
- Experience managing and optimizing ERP environments to ensure system integrity, reliable functionality, and efficient business processes across multiple business units. Familiarity with Acumatica preferred, but other ERP programs are acceptable.
- Skilled in supporting integrations with other applications and databases, including CRM systems, Power BI, and EDI. Experience with T-SQL and Microsoft SQL relational databases, including data management best practices, is desirable.
- Proven ability to provide end-user support, conduct training sessions on new applications or processes, and assist geographically-dispersed users with varying technical skills.
- Demonstrated skill in diagnosing and resolving complex-system issues effectively.
- Ability to identify potential security vulnerabilities and implement solutions if needed.
- Communicate clearly and effectively with both technical and non-technical team members.
- Think critically and solve problems creatively to meet business needs.
- Work well independently and as part of a collaborative, distributed team.
- Take initiative, stay motivated, and be proactive in tackling challenges.
- Stay organized and manage multiple priorities with flexibility and focus.
- Approach work with professionalism, a helpful attitude, and respect for confidentiality.
- Teach and support users at all skill levels with patience and clarity.
- Comfortable using email, spreadsheets, presentations, CRM systems, and willing to quickly learn new software.
- Hold a valid driver's license, maintain a safe driving record, and be open to occasional travel within CentralStar's service area.

Compensation:

- Salary;
- Paid time off;
- Health-, dental-, and vision-insurance options;
- Flexible-spending account;
- 401 (k) – retirement savings plan with up to 4% match;
- Company-sponsored life insurance and long-term-disability insurance;
- Optional short-term-disability insurance;
- Continuing-education opportunities;
- Employee-assistance program;
- Employee-awards program; and
- Company vehicle provided for work-related travel.

Those interested in a career with CentralStar must apply on our website:

<https://mycentralstar.com/careers/>. Thank you. We look forward to hearing from you.

About CentralStar Cooperative:

CentralStar's mission of enhancing producer profitability through integrated solutions for mutual success is fulfilled by incorporating an array of products and services critical to dairy-and-beef-farm prosperity. CentralStar's product and service offerings include Accelerated Genetics, GenerVations and Select Sires genetics; extensive artificial-insemination (A.I.) technician service; genetic, reproduction, and dairy-records consultation; DHI services; diagnostic testing; herd-management products; research and development; and more. CentralStar's administration and warehouse facilities are located in Lansing, Mich., and Waupun, Wis., with laboratories in Grand Ledge, Mich., and Kaukauna, Wis. The cooperative serves dairy and beef producers throughout Wisconsin, Michigan, and Indiana, with additional DHI territory in various surrounding states. For more information, visit CentralStar Cooperative Inc. at www.mycentralstar.com.