



EAGLE WINGS INDUSTRIES, INC.

400 Shelhouse Drive, Rantoul, IL 61866

January 31, 2017

Job Title: Programmer/Analyst

Job Responsibilities:

1. Maintain ERP (Mapics/Release Accounting) software.
2. Analyze requests for changes to existing programs and rewrite or create new programs to adapt to new business requirements.
3. Provide users with training for software.
4. Provide a Helpdesk function to assist with questions/problems/requests for software, hardware, and network issues.
5. Backup data for iSeries to tape regularly and insure most recent backup tapes are kept offsite. Keep month-end tapes in a 12 month rotation and stored in fireproof safe.
6. Coordinate Electronic Data Interchange (EDI) communications with customers and process data.
7. Monitor and maintain the Stanley Security System.
8. Monitor and maintain the Avaya Phone System.
9. Other responsibilities as assigned.

List of Activities and Tasks

1. Monitor "Work with System Status" to note "% of ASP used" and log on worksheet.
2. Review spooled files on the system for any abnormalities. Note the time the nightly backup completed and log on worksheet. Purge files to keep system clean.
3. Process EDI data. Check for any problems. Maintain logs. File reports for storage.
4. Create daily Excel file of EDI data received from Honda and email to Topre contact.
5. Monitor Honda Service Orders. Print Purchase Orders and update hard copy as the orders are shipped and the 997/824 responses are received. File for proof of acceptance.
6. Create daily Honda Summary reports and email to users.
7. Process daily QTE data from previous day. Make any corrections as requested. Print QTE reports for Supervisor review. Create daily Excel file for QTE labor report and email.
8. Create daily Excel file with multiple worksheets with summaries of data from the previous day for review and email.
9. Change backup tape. Keep most current Mon-Thurs tape offsite. Mapics backup occurs on Sun morning. Keep most current Mapics tape offsite. At month-end, use a monthly tape from the safe in the storage room. Keep month-end tapes in safe in a 12 month rotation.
10. Perform other daily/weekly tasks as noted on the worksheet.

11. Process weekly payroll files to upload data into Mapics.
12. Process weekly Employer Payroll Taxes file to upload data to Mapics (previously by Accting).
13. Process month-end closing for Mapics per month-end worksheet. Close Inventory for Accting per worksheet (previously by Accting). Generate month-end reports/files and distribute. Email users when month-end processing has completed.
14. Process year-end closing for Mapics per Year-End worksheet.
15. Process Year-End Physical Inventory per worksheet. Coordinate with Accting establish cut off times and insure all information is available to satisfy outside auditing firm.
16. Perform tasks necessary to maintain accuracy of the data, as needed.
17. Process tasks generated from helpdesk to make modifications to programs and/or processing jobs streams.
18. Provide assistance to users requesting for additional information from the system.
19. Stanley Security System - maintain lock schedule on the employee entrance door. Assign fobs to individual users to access entrance and tool crib door locks.
20. Avaya Phone System - assign phone extensions; administer voice mail passwords; provide troubleshooting for the system.
21. The preceding examples are representative of the assignments performed by this position and are not intended to be all inclusive.

Qualifications

1. Education: Technical / Associated degree in Business Data Processing required
2. Experience: 3-5 yrs in this function
3. Requires extensive knowledge and use of iSeries mainframe computer.
4. Knowledge of RPG/400 or ILE RPG programming language.
5. Knowledge of Microsoft Office products.
6. Must be detail oriented and create clear documentation.
7. Requires good oral and written communication skills.

Please send resume or contact:

Dave Vukelich

Office:217-892-4322 Ext. 204

Fax: 217-893-0090

dvukelich@ewiusa.com