

# Information Systems Manager

## About MPAY

MPAY, Inc. provides strategic business solutions to employers and trusted advisors throughout the U.S. MPAY presents a variety of programs, from referral relationships to business process outsourcing, to a wide range of industries including benefits and insurance, accounting, financial advising, H.R. consulting, and more. MPAY also offers direct services including payroll processing, time and labor management, and benefits administration to streamline processes, improve productivity, and simplify administration, allowing employers to get the most out of their workday.

MPAY is currently seeking qualified candidates for the position of:

### Information Systems Manager

The Information Systems Manager (ISM) is the primary position of technical responsibility for MPAY's entire technical infrastructure including its web based payroll processing data center, Citrix hosted environment, and internal and remote corporate networks. The ISM works closely with the CIO to direct IT policy, implement technical strategy, and manage enterprise projects. **The ISM is a highly skilled, hands-on, supervisory position** that manages a staff of three.

## Essential Duties

- Designs, deploys, manages, and deploys key production systems.
- Delivers weekly health reports for critical systems and networks
- Maintains IT documents, network diagrams, policies, and procedures.
- Provides production and on-call support both during work hours and off hours
- Enforce existing policies and procedures
- Audits existing environments and provides best practices for future deployments
- Establishes new standards, procedures, designs, and documentation
- Provides level three technical product support for MPAY Client Services
- Provides technical consulting and expert recommendations to end clients

## Qualifications

### Qualified candidates must demonstrate expert knowledge of:

- Active Directory 2003/2008, Group Policy, DNS, Windows Clustering, IIS, Distributed File System, and Terminal Services
- Windows Domain and Server security and patch management
- Enterprise network, system, and application monitoring and alerting systems such as Orion, UpTime, OpManager, or PRTG
- Vulnerability scanning and patch management using MBSA and Nessus
- Enterprise backup and disaster recovery planning including SQL Server log shipping, mirroring, or replication
- Cisco based VLAN tagging, trunking, IPSec, NAT, and SNMP
- Enterprise help desk or service desk systems
- Configuration management, change control, and asset tracking

### Qualified candidates must have a working knowledge of:

- Enterprise class storage array operations - Hitachi and EMC is preferred
- SQL Server 2005/2008 management, TSQL, and cluster configuration
- Citrix Presentation Server or XenApp
- VDI and thin clients using XenDesktop or comparable technology
- Server virtualization – Vmware ESX data center cluster highly preferred

**Company**  
MPAY, Inc.

**Locations**  
Huntersville, NC 28078  
Roanoke, VA 24153

**Status**  
Full Time, Employee

**Job Category**  
Information Technology

**Education Level**  
Bachelor's Degree

**Relevant Work Experience**  
10+ Years

**Reports To**  
Chief Information Officer



**Education / Experience**

- 2+ years in a supervisory role
- 4+ years managing information technology projects
- 6+ years systems administration / infrastructure experience
- 8+ years information technology professional experience
- Desired certifications: ITIL, MCITP Administrator, MCSE, VCP
- Bachelors degree or 10+ years professional IT experience

MPAY offers excellent benefits including full medical, dental, 401k with employer match and more.

For consideration, candidate must e-mail cover letter and resume in PDF format to: [techjob@mpay.com](mailto:techjob@mpay.com). Please reference "Job Code ISM-01-M."

No correspondences from placement agencies will be accepted or considered.

Relocation costs not provided.

No phone calls please.