

Empower. Create. Inspire.



GELBGROUP
CONSULTING

Data Conversion Specialist

JOB SUMMARY

The Data Conversion Specialist plays a pivotal role in the successful implementation of Yardi software solutions for our clients. This position involves extracting, transforming, and loading (ETL) data from legacy systems or spreadsheets into Yardi. The ideal candidate is detail-oriented, highly analytical, and skilled in database tools, ensuring seamless data migrations that meet client requirements and implementation timelines.

You will ensure alignment with our long and short-term company objectives and our core values. A successful Data Conversion Specialist will be innovative, motivated, forward-thinking, detail-oriented, and able to communicate our goals. In this position, you must present yourself professionally to the team, clients, and partners. This professional representation needs to be in how you communicate orally, in writing and how you present yourself on camera.

This role has an expectation of being 80% billable.

PRIMARY DUTIES AND RESPONSIBILITIES

- Extract, clean, and map data from legacy systems, spreadsheets, or other software platforms into Yardi
- Perform ETL processes to ensure accurate and complete data migrations
- Develop and execute test plans to validate data integrity post-migration
- Collaborate with technical and functional teams to resolve data inconsistencies or issues
- Work closely with clients to understand their data structure and requirements
- Provide guidance on data cleanup and preparation best practices
- Communicate progress, challenges, and resolutions effectively with clients and internal stakeholders
- Support UAT (User Acceptance Testing) processes, ensuring data accuracy and functionality
- Provide data-related troubleshooting during go-live and post-go-live periods
- Maintain documentation of data conversion processes, mappings, and configurations
- Contribute to the development of tools, templates, and procedures to improve data conversion efficiency and accuracy
- Share insights and best practices with the broader implementation team
- Collaborate with the Implementation and Project Management team



- Escalate issues to the Project Manager and Team Lead when appropriate to ensure risks are mitigated and client expectations are met
- Meet client Service Level Agreements, projects budgets and deadlines
- Attend appropriate training to ensure consistent understanding of Yardi's suite of products, integrations, and company policies
- Provide subject matter expert support both internally and externally
- Continuously seek growth opportunities to maintain advanced knowledge of systems and technologies that affect our clients
- Participate in Gelbgroup work groups designed to address internal strategic initiatives related to identifying opportunities to create efficiencies and scalability within the organization
- All other duties and responsibilities as assigned.

QUALIFICATIONS

Required Skills and Experience

- Bachelor's degree in Computer Science, Information Systems, Data Analytics, or a related field (or equivalent experience)
- 3 or more years of Yardi Systems software experience
- 2+ years of experience in data migration, ETL processes, or database management
- Strong proficiency with SQL and Excel (including advanced formulas, macros, and pivot tables)
- Familiarity with Yardi tables and database schema
- Experience working with structured and unstructured data sources

Preferred Skills

- Previous experience with Yardi software implementations or a similar ERP platform
- Knowledge of real estate operations
- Familiarity with other property management/accounting software
- Familiarity with reporting tools like Tableau, Power BI, or Yardi's SSRS/Custom Financial Analytics

Soft Skills

- Exceptional attention to detail and commitment to data accuracy
- Strong problem-solving skills and ability to work independently or as part of a team
- Excellent communication skills, both verbal and written
- Ability to manage multiple projects with competing deadlines
- Ability to effectively prioritize and execute tasks in a high-pressure environment

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing duties of this job, employee is occasionally required to walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; balance; stoop; crouch; bend; talk; and hear. The employee must occasionally lift and move up to 10lbs. Specific vision abilities



required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The noise level in the work environment is typically low. Gelbgroup provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

ABOUT GELBGROUP

Founded in 1996, Gelbgroup remains at the forefront of business and real estate technology services. We bring industry-leading insights and expertise to every engagement, enabling our clients the ability to maintain a competitive edge. As a leading real estate solutions provider, Gelbgroup is a member of Yardi's Independent Consultants Network.

We work with multifamily, student housing, affordable, retail, industrial and commercial real estate owners and operators, property management firms, institutional investors, and real estate brokers nationwide, many of whom are among the real estate industry's largest and most prestigious leaders. We are Strategic Partners with leading software vendors to bring best-in-breed solutions to every client.

We offer a competitive salary in addition to health benefits, PTO, and 401k. As a rapidly growing company there is room for personal development, and upward mobility.

If you are interested in this opportunity, please submit your resume to: careers@gelbgroup.com for consideration

