

Business Analyst

STATUS: Full-Time

The Business Analyst will work closely with the Finance team supporting Felins operations through data analysis. The ideal candidate must bring a fun and energetic personality that is highly detail oriented, with solid communication skills. Additional responsibilities of the analyst may include but are not limited to:

1. Finance
 - Data Analysis – In depth / Pattern seeking / Efficiency Recommendations
 - i. Provide data research and recommendation on make / buy decisions
 - ii. Analytical support for the Sales Team – i.e. ROI calculations and customer purchasing trends
 - iii. Develop wide ranging margin analysis with a focus on recommending improvements to the cost structure
 - Improve efficiencies in cash reporting
 - Provide assistance with month end close
2. Purchasing
 - Support Purchasing & Technical Services Manager
 - i. Create new and improved processes for better efficiencies
 - ii. Generate Purchase Orders
 - iii. Manage foreign currency visibility with open PO analysis with foreign vendor
 - Define and Analyze Purchase Price Variances that lead to improvements in the Supply Chain
 - Develop process to maintain and update material pricing in ERP system
3. Sales
 - Provide analysis on customer's material usage to improve buying patterns
 - Analyze Customer Service's volume to recommend potential process changes and / or additional personnel for inside sales
 - Provide correlations between marketing campaigns and bookings to help develop future marketing strategies
4. Felins
 - Key team member for the ERP (Traverse v11) implementation
 - Direct involvement with conversion to inventory cycle count from annual physical count
 - Provide assistance where needed within the company

An ideal candidate must have:

- 1-3 years of experience with a bachelor's degree preferred (Business / Accounting / Finance)
- Approaches work with a passionate, goal driven, hard-working, have fun attitude
- Self-starter who is detail orientated and can work independently or with a team
- Excellent listening, written and verbal communication skills with a professional attitude
- Be able to stay organized while handling multiple projects / priorities
- Customer focus mindset with positive can-do energy
- The ability to maintain information that is sensitive and confidential while working with high sense of urgency to accomplish stated objectives
- Proficiency in Microsoft Office (Outlook, Excel, Word)

The business analyst will report to Briana Helt (Manager, Finance & Analytics)