

## FINANCE & PURCHASING ANALYST

**STATUS:** Full-time, Exempt

### HOURS/OVERVIEW

- 40+ Hours per week
- The Finance & Purchasing Analyst is a key member of the Finance team, who helps to ensure accurate, reliable and relevant financial data is maintained throughout the organization. The ideal candidate is fun and energetic with great communications skills. This candidate should be extremely accurate while bringing a high attention to detail.

### DESCRIPTION / RESPONSIBILITIES:

- Purchasing
  - Issue Purchase Orders to Vendors & assist operations team with receiving
  - Liaison between purchasing and customer service for orders & lead times
  - Manage Foreign Vendor Shipments & Backlog
  - Vendor recommendation, set up and W-9 management in Traverse
  - Develop and implement a paperless process to improve efficiencies
  - Weekly & Monthly Reporting & Backlog Management
- Accounts Receivable
  - Follow up with customer invoices, process one-time payments and report weekly aged balances
  - Process customer AR credit applications and manage customer credit limits
  - Assist with sales tax exemption documentation and customer compliance within Avalara
- Finance
  - Lead tracking of rental fleet assets, inventory rentals, and fixed assets
  - Assist with month end close including inventory variance analysis, journal entries & reconciliations
  - Manage foreign currency contract purchase recommendations and monthly exchange rates
  - Prepare schedules and support Finance team through Year End Audit & Budget
- Inventory
  - Manage Backflushing of Bills of Materials for live orders
  - Review negative inventory & determine fix
  - Manage year end Physical Inventory
- Support continuous improvement projects to help increase efficiencies and productivity

### QUALIFICATIONS:

We pride ourselves on being flexible but there are some things we feel strongly about. An ideal candidate must exhibit the following traits:

- FUN, passionate attitude with customer-focused mindset and can-do energy
- Sets an example for others through actions that support and reinforce Felins' mission and core values
- 1-3 years of experience with a bachelor's degree in accounting or finance preferred
- Highly detailed individual who ensures accuracy is paramount to success while meeting deadlines
- Self-starter who thinks critically and can work independently or with a team
- Staying organized while handling multiple projects and fast paced priorities
- Experienced and skilled user with Microsoft Office (Outlook, Excel, Word)

The Finance & Purchasing Analyst will report to the Manager, Finance & Analytics.