



JOB DESCRIPTION

Job Title: Business Systems Associate	Status: Full Time Permanent – Hybrid Remote
Department: Business Systems	Reports To: CFO
Revision Date: May 10, 2022	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Overview

As a member of the Business Systems team, the Business Systems Associate works closely with all departments, maintaining our information systems, providing analytics and reports, maintaining the company's data integrity.

Essential Job Functions

- Designs and creates reports and searches for various departments and external business partners
- Analyzes information and identifies variances when updates occur
- Analyzes new item information, including manufacturer updates, and imports Item information in Net Suite
- Maintain Manufacturer price levels for Customers
- Import/Update Manufacturer Price Lists into Net Suite
- Maintains updated information received from Manufacturers regarding anticipated ship and dock dates
- Import Manufacturer software renewal estimates for Customers
- Create/Maintain/Schedule Customer facing reporting such as open orders and available inventory
- Provide rebate accrual reports for Accounting (Rise Broadband, NextLink)
- Import customer lead lists for Marketing/Sales
- Create/Maintain import templates
- Document import template use/procedure
- Train other departments on import template procedure
- Create and Train other departments on newly created/existing report
- Other Ad hoc reporting/imports as needed

Non-essential Job Functions

- Strong attention to detail
- Prior NetSuite/ERP experience preferred
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



JOB DESCRIPTION

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 3+ year experience in accounting or data analytics
- Self-starter and self-motivated who is excited to dive in and impact growth
- Detail-oriented, organized, strategic, and analytical thinker
- Fast-learner, excellent communication (verbal & written), & multi-tasking skills
- Proficiency in Microsoft Excel - (Pivot Table, VLOOKUP, CONCATENATE, IF statements and data validation required)
- Database Management
- Field mapping experience preferred
- Microsoft SQL Server Reporting Services experience a plus
- Strong math and logic skills
- Ability to meet tight deadlines while maintaining best practices
- Reacts to adjustments and alterations promptly and efficiently
- Excellent team skills – works collaboratively with peers and other departments to achieve the company's objectives
- Experience working with NetSuite is a plus

Education/Experience

Associates degree preferred but not required, and 3+ years' experience in accounting or data analysis

Language Ability

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical.

Reasoning Ability

Ability to adapt to challenging situations as well as have the ability to balance, execute and prioritize both routine and analytical tasks. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

Must be computer literate, able to operate Microsoft Office specifically Excel and Word. Prefer experience with ERP software, NetSuite.

Certificates/Licenses Required

N/A

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.



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SUPERVISORY RESPONSIBILITIES

N/A

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment consists of an indoor, climate-controlled atmosphere. Noise level in the office is quiet to moderate. Noise level in the warehouse is moderate and occasionally loud.

Physical Demands

The physical demands 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.

This position frequently requires the employee to stand, sit and walk. The employee is frequently required to use hands to finger, handle, or feel, reach with hands and arms, and talk/hear. Physically able to lift 50 pounds and move inventory as required.

Travel

This job has limited travel requirements.

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