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| <b>Job Title</b>  | <b>Supply Chain Finance Analyst</b> |
| <b>Business Unit</b>  | ODC                                 |
| <b>Function/Region</b>  | USA Finance                         |
| <b>Location</b>   | Edison, NJ Office                   |
| <b>Leader</b>   | Accounting Director                 |
| <b>People Leadership</b>  | No                                  |
| <b>Job Level</b>  | 5                                   |
| <b>Role Purpose</b><br>Assists Accounting Director in completing responsibilities relating to the accounting for ODC warehousing and distribution activities. Partners with Supply Chain by maintaining the accounting data that feeds into the regular reporting of Inventory Management and Supply Chain KPIs.  |                                     |
| <b>Accountabilities</b> <ul style="list-style-type: none"> <li>Assists Accounting Director with executing procedures for recording and reconciling inventory balances and distribution costs</li> <li>Partners with Supply Chain to develop performance reporting pack and KPI's for inventory management and cost of distribution</li> <li>Plans annual processes for validating inventory balances including ODC warehouse and 14 Control State/Bailment consignment warehouses nationwide</li> <li>Performs monthly reconciliation of inventory balances ensuring all locations and accounts are reconciled and all variances explained or investigated for further review</li> <li>Produces monthly analysis of distribution costs and works with Supply Chain to reconcile and understand rationale for variances</li> <li>Validates monthly g/l accounts related to product costing and the methodology for recording cost-of-goods sold and any resulting variances</li> <li>Assists Business Planning Manager in producing budgets and forecasts of distribution costs</li> <li>Reviews Transfer Prices/COGS with BBU and ensures ongoing accuracy of recording in accounts</li> <li>Completes month-end postings for distribution activity and any required inventory adjustments, including inventory provisions</li> <li>Works with Accounts Payables to resolve discrepancies between invoices and record of inventory receipts</li> </ul> <b>Skills and Qualifications:</b><br><u>Essential:</u> <ul style="list-style-type: none"> <li>Minimum 3 years of experience in a similar accounting/finance analyst role with consumer packages goods experience.</li> <li>Experience with wholesale industry inventory is desirable (not a pre-requisite)</li> <li>Experience with inventory adjustments, Journal entries, variance analysis and general reconciliation.</li> <li>Highly Proficient in Microsoft Office Suite (Excel, Word, Outlook, Power Point).</li> <li>Advanced Excel skills (formulas, formatting, charting, pivot tables and reporting).</li> <li>Experience in Accounting Practices up to and including Trial Balance.</li> <li>Highly effective communication and interpersonal skills and proven analytical thinking and problem solving skills.</li> <li>Self-motivator with high attention to detail</li> <li>Ability to collaborate and work well in a team-oriented environment specifically Accounting, Supply Chain and Customer Relations.</li> <li>Bachelor's degree necessary</li> </ul> |                                     |

Preferable:

- Master's or CPA a plus