

Business Analyst & Accounting Assistant

Based near Chandler in Ahwatukee Foothills part of Phoenix

About ON THE MARK:

ON THE MARK (OTM) is a leading boutique business consultancy specialising in high-impact collaborative business transformation and organisational design. In business for 27 years with more than 400 successful organisation re-designs and business transformations completed, OTM offers businesses and governments a reliable alternative to driving and accelerating *real* change based on proactive, genuine engagement and readiness.

Our sweet spot is ensuring a business's organisation design and operating model is fit for purpose to deliver its strategy with a keen focus on aligning true cultural and behaviour change, really fast. Whether it's a post-acquisition/merger integration, the realignment of a particular part of the business, putting the customer at the centre of a business or moving from local, site-based to global, OTM delivers tangible value.

- Successfully delivered over 400 redesigns and transformations and 700 projects in total.
- Redesigned every type of business function, across most industry sectors.
- Worked in over 30 countries on five continents.
- Trained/developed over 5,000 leaders and internal change agents in OTM's unique solutions.
- Over 98% of new OTM client relationships are generated by referral.

OTM's most important points of differentiation is our unwavering commitment to real involvement of your people, taking a sustainable approach to business transformation, use of senior consulting team from start to finish, our comprehensive solution and approach to stakeholder engagement and focus on shifting deeply engrained and legacy behaviour patterns – all with the intent of helping our customers realise their desired future.

Some of our blue-chip customers include Nestle, American Express, BAE Systems, Dolby, CSL Behring, National Nuclear Laboratory, and Inmarsat – just to mention a few. Operating globally – with offices in the United States (Phoenix, AZ) and United Kingdom (London) - OTM has completed transformations for every type of business function across most industry sectors, in over 30 countries on five continents.

OTM team are active members of the Organization Design and Development professional communities around the world. The OTM Managing Principal is on the board of the European Organization Design Forum and the Organizational Design Community and is a regular speaker at industry events.

OTM is poised for substantial growth and expansion based on our unique footprint, capabilities and history.

We are looking for talented, exceptional professionals to join our team.

The Role:

This position demands a consistent, reliable, stable, trustworthy and highly motivated Business Analyst and Accounting Assistant to work directly with OTM's Financial Controller and Managing Principal. The ideal candidate is an excellent problem solver based on facts and analysis, able to juggle a variety of demands simultaneously, is highly willing to learn and grow.

- 7 Conduct problem identification, analysis and solution development for a variety of business challenges including, but not limited to:
 - Assist with updating policy and procedures handbook.
 - Manage and improve OTM expenses process and procedures.
 - Develop a variety of excel-based spreadsheets
 - Assist in further-developing OTM metrics dashboard.
 - Manage OTM personnel files ensuring their completeness.
 - Manage and track vacation and sick time for all personnel.
 - Lead and/or assist with a variety of internal improvement projects.
 - Apply continuous improvement to everything you do.

- 7 Support OTM's Financial Controller in financial and accounting operations for both U.S. and U.K. companies.
 - Process employee and contractor expense reports leading to the generation of invoices (QB) to OTM customers.
 - Conduct a variety of support tasks and analysis focused on company budgets, accounts and performance.
 - Demonstrate rapid and consistent improvement in conducting accounting responsibilities including AP, AR and account management for OTM US and UK.

- 7 Support the preparation, monitoring and tracking of OTM's business performance and financial reporting including reviews, forecasts, etc.
 - Prepare and publish timely monthly financial statements and management reports.
 - Track and monitor OTM bonus programs.
 - Provide financial analysis models and standard templates to enable a qualitative, accurate and focused review of the Company's activities.
 - Prepare financial reports, charts, tables and other exhibits as requested.
 - Provide decision support of critical business decisions.

- 7 Deliver miscellaneous business, financial, accounting and operational tasks.
 - Review and process incoming mail to the Finance department.
 - Train new employees to achieve compliance and adherence with the Company's policy and financial ways of working.
 - Manage and comply with local, state, and federal (US) and international reporting requirements and tax filings.
 - Develop and document business processes and accounting policies to maintain and strengthen internal controls.

This role reports directly to the Company's Financial Controller.

Role Requirements:

Education:

- a. Four-year University degree required (no exceptions)

Demonstrated Finance and Accounting Knowledge and Expertise:

Entry level expertise and some real-world working knowledge in

- a. Accounting.
- b. Accounting software.
- c. Accrual and/or cash basis accounting.
- d. Reporting on performance and financial information in support of critical business decisions.

Demonstrated Business Analyst and Decision Support Expertise:

Entry level expertise and some real-world working knowledge in

- a. Problem identification, analysis and solution development.
- b. Develop and utilize excel-based spreadsheets.
- c. Provide information and decision support to critical business decisions.
- d. Reporting on performance and financial information in support of critical business decisions.

Non-Negotiable Skill and Character Fundamentals:

- a. Strong English speaking, reading and writing skills.
- b. Able to explain and articulate the big picture and as well as to be detailed focused.
- c. Able to explain and put into practice the term “working end-2-end.”
- d. Highly organized and efficient.
- e. Able to keep confidences; trustworthy.
- f. Highly proficient in problem solving.
- g. Able to work in a global environment. Knows more than one time zone. Understands Phoenix or the US is NOT the center of the universe.

Required Personal and Language Skills and Characteristics:

- a. Has the spirit, vitality and commitment to work with a global, diverse team of professionals.
- b. High emotional intelligence; healthy sense of self and self-belief.
- c. Unwavering commitment to doing good work, supportive of the team and colleagues, knows the importance of customers in a business.
- d. Attention to detail and accuracy essential.
- e. Respect for directions and deadlines.
- f. Must be a self-starter and able to work autonomously.
- g. Enthusiastic, consistent provider of commitment and effort, high willingness to get stuck in, innovate and dare to be different.
- h. Able to work autonomously, take initiative and self-starter, strong work ethic. Work is not 9-5.
- i. Able to laugh, have fun and enjoy life along the way.
- j. Has a passport and traveled internationally.
- k. Bi-lingual (optional but a plus).

Technology Skills:

- a. Strong computer and technical skills including experience working with a CRM product.
- b. Highly skilled in the MS Office package and in particular, PPT, Excel, Project Management.
- c. Expertise in working in a MS 365 cloud environment.

Compensation and Benefits:

- a. Total compensation/remuneration will be competitive for the candidate based on: real world, practical experience, expertise and demonstrable track record. Competitive starting salary, compensation includes both fixed and variable pay based on performance and contribution.
- b. Competitive holiday/vacation time plus regular public holidays
- c. Personal time off.
- d. Healthcare benefits (Details available on request)
- e. The role can be either part-time or full-time. Minimum of 50% FTE.
- f. Opportunity to develop into a more senior role in the business based on contribution, fit and performance.

To Apply:

Interested candidates are required to send the following:

- a. No more than a two-page cover letter addressing why you are the ideal candidate in response to the success criteria and requirements as stated above.
- b. Your resume/CV.
- c. Three work samples that highlight your knowledge of
 - a. Business analysis and spreadsheet use.
 - b. Financial analysis or accounting work
 - c. Plans
- d. Up to 3 professional references. They will not be contacted without your prior consent.
- e. Your remuneration history and expectations.
- f. Title your email “**Business Analyst/Accountant Assistant**” so that we are sure to receive it.

Send your complete packet to recruiting@on-the-mark.com.

Please no calls. Please note: incomplete packs will be discarded.