

## **Position:** Business Analyst/Accounting Assistant

2017

### **Background:**





OTM is a boutique consultancy specializing in organizational design and transformation solutions. Now in its 26th year of operation located on both sides of the Atlantic, we are recognized by many of our customers as their preferred vendor in providing substantive yet practical organization design and lasting change. OTM is growing and has exciting plans for the future. Now is an excellent time to join our progressive business. You will learn rapidly, have excellent career enhancement opportunities and the chance to be an important player in a small, closely-knit team.

### **Role description:**

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.

**Finder's Fee: \$1000 USD**

### **Duties:**

-  Conduct problem identification, analysis and solution development for a variety of business challenges including, but not limited to:**
  - A. Assist with updating policy and procedures handbook
  - B. Manage and improve OTM expenses process and procedures
  - C. Develop a variety of excel-based spreadsheets
  - D. Assist in further-developing OTM metrics dashboard
  - E. Manage OTM personnel files ensuring their completeness
  - F. Manage and track vacation and sick time for all personnel
  - G. Lead and/or assist with a variety of internal improvement projects
  - H. Analyze of a variety of issues providing actionable insight and recommendations
  - I. Apply continuous improvement to everything you do
  
-  Support OTM's Financial Controller in financial and accounting operations for both US and UK companies**
  - A. Process employee and contractor expense reports leading to the generation of invoices (QB) to OTM customers
  - B. Conduct a variety of support tasks and analysis focused on company budgets, accounts and performance
  - C. Demonstrate rapid and consistent improvement in conducting accounting responsibilities including AP, AR and account management for OTM US and UK
  
-  Support the preparation, monitoring and tracking of OTM's business performance and financial reporting including reviews, forecasts, etc.**
  - A. Prepare and publish timely monthly financial statements and management reports
  - B. Track and monitor OTM bonus programs
  - C. Provide financial analysis models and standard templates to enable a qualitative, accurate and focused review of the Company's activities
  - D. Prepare financial reports, charts, tables and other exhibits as requested
  - E. Coordinate performance questions/answers and provide follow-up support
  - F. Provide actionable insights and decision support to a variety of critical business decisions
  
-  Deliver miscellaneous business, financial, accounting and operational tasks**
  - A. Review and process incoming mail to the Finance department
  - B. Train new employees to achieve compliance and adherence with the Company's policy and financial ways of working
  - C. Manage and comply with local, state, and federal (US) and international reporting requirements and tax filings
  - D. Develop and document business processes and accounting policies to maintain and strengthen internal controls

This role reports directly to the Company's Financial Controller. The role will work for both the Financial Controller and Managing Principal.

### **Required Skills:**

#### **Education:**

- A. Four-year University degree required (no exceptions) in Accounting/Finance with knowledge of US GAAP

#### **Demonstrated Finance and Accounting Knowledge and Expertise:**

- A. Entry level expertise and some real-world working knowledge in
- B. Accounting
- C. QuickBooks
- D. Accrual and/or cash basis accounting
- E. Reporting on performance and financial information in support of critical business decisions

#### **Demonstrated Business Analyst and Decision Support Expertise:**

- A. Intermediate level expertise (1-2 years' experience) and real-world working knowledge in
- B. Problem identification, analysis and solution development
- C. Develop and utilize excel-based spreadsheets (must know Pivot tables and VLookup)
- D. Provide information and decision support to critical business decisions
- E. 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 not required)

#### **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 is full-time on site in our Southeast Phoenix office (Ahwatukee)
- 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:

1. 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.
2. Your resume/CV.
3. Three work samples that highlight your knowledge of
  - a. Business analysis and spreadsheet use.
  - b. Financial analysis or accounting work
  - c. Plans
4. Up to 3 professional references. They will not be contacted without your prior consent.
5. Your remuneration history and expectations.
6. 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](mailto:recruiting@on-the-mark.com).**

Please no calls.

*Please note: incomplete packs will be discarded.*