

Financial Analyst

POSITION SUMMARY:

The financial analyst develops, implements, and maintains procedures to ensure proper inventory control for the purpose of maintaining accurate financial information. Flexibility, independent problem-solving abilities, and excellent communication skills will be key characteristics of the successful candidate. This position will report directly to the VP Corporate Controller but will interact with several functional areas of the Company.

PRIMARY DUTIES AND RESPONSIBILITIES:

Develops and implements systems for accurately managing inventory

Develops and maintains inventory metrics such as Days on Hand, utilization, and obsolescence

Designs actionable plans based on inventory metrics

Conducts cycle counts of local and field inventory, including reconciliation and variance analysis

Works closely with Sales Operations and Customer Service to ensure seamless movement of products between home office and sales agents

Monitors inventory levels very closely and partners with Accounting and Supply Chain to resolve any issues that may become apparent.

Assist with the management and reporting of reusable surgical instruments (tracking, turn analytics, efficiency measurements, etc.)

Partners with the company's accounts receivables department to ensure that all transactions are being accounted for

Communicates regularly with upper management providing recommendations for improving inventory utilization and controls

Acts as a liaison between Accounting and Supply Chain

Maintains records in compliance with financial policies and Quality system requirements.

Assists in inventory deliveries and shipments as required.

Perform other duties as required

Approximately 20% travel required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must plan and organize with attention to detail and maintain a high level of accuracy
- Excellent written and verbal communication skills
- Intelligent with good judgment, problem solving, and decision-making abilities

- Must be flexible and adaptable and enjoy teamwork and collaboration
- Must have excellent computer and technical skills including advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat
- References required upon request

MINIMUM REQUIREMENTS:

A minimum of 5 years of experience as financial analyst, cost accountant or auditor required

Professional certifications and/or master's degree preferred.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms.

This job description is not a contract and does not affect the at-will nature of your employment relationship with Treace Medical Concepts, Inc., Furthermore, this job description is not intended to be all-inclusive and does not and cannot address every responsibility or duty you may be expected to perform during your employment. Treace Medical Concepts, Inc., reserves the right to modify or amend this job description at its discretion, without prior notice.

All qualified applicants considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.