

## Senior Financial Operations Analyst

### Description

**Bullpen Strategy Group (BSG)** is an insights-focused public affairs advocacy and strategic advisory firm specializing in analysis, communications strategy, and project management to help clients solve problems, grow, and manage risk.

We're growing and seeking a new member to join our Finance Ops team at the Senior Analyst level.

### Qualifications

The Senior Financial Operations Analyst works independently but alongside the Managing Director, Finance & Operations to regularly measure and improve the performance of the business.

Qualified candidates will possess an entrepreneurial spirit and excel in a roll your sleeves up culture. The individual will take an active role in reviewing both system design and transactional data to optimize business practices. Always coming up with ideas for improvement, the successful candidate will thrive in a dynamic environment and have demonstrated ability to be agile and accurate! Provide leadership and training for accounting staff of 2 – 3, whose responsibilities include:

- Preparing accurate, timely and efficient monthly accounting close, including bank reconciliations, review/reconciliation of GL accounts to sub-ledgers (a/r, a/p, wip and inventory), and analysis of variances.
- Processing of customer credit applications including obtaining credit references and Experian scores.
- Managing accounts receivable and accounts payable, including payment processing and collection of past-due accounts.
- Managing state and local property tax accounts, submitting estimated income tax payments (Federal and applicable states), and filing annual reports in applicable states.
- Processing of payroll and HSA contributions.
- Onboarding of new employees.
- Prepare monthly internal financial statements for company owners.
- Lead process improvement initiatives, including training and documentation.
- Maintain fixed asset records.
- Prepare year-end tax preparation information for external tax return preparer.
- Manage relationship with insurance agency (health insurance, property, and liability insurance).

- Develop custom reporting as requested by the company's owners, to provide additional insight into business trends.
- Other duties as assigned.

### **Requirements**

- Bachelor's degree in accounting required, CPA preferred.
- Knowledge and practical understanding of generally accepted accounting principles (GAAP).
- A skilled and an effective communicator who is comfortable delivering presentations to C-Suite executives.
- Professional demeanor and judgment; excellent customer service attitude; strong interpersonal skills.
- Excellent leadership, organizational and time management skills.
- ADP, Paychex, Trinet, Justworks, and Quickbooks experience preferred.
- Payroll and accounting experience preferred.
- Excellent computer skills, including systems integration for platforms utilized in accounting.

### **Application Instructions**

To apply for the position, please email a cover letter resume via email to [hr@bullpenstrategygroup.com](mailto:hr@bullpenstrategygroup.com) with subject line "Sr Fin\_Ops Analyst"