

For more information on this job, contact Nikole Foster at nikole.foster@probuild.com

Sr. Finance Analyst-Inventory Mgmt

PURPOSE

Under general supervision, coordinates processes related to inventory management control and analysis, including preparation and coordination of semi-annual physical inventory reviews, conducting obsolescence review, analysis and processing, and helping market business leadership with inventory-related analysis (e.g., turns) and profitability improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates physical inventories in each assigned market twice a year, working with operations partners at yards and supply management counterparts.
2. Reconciles and documents results of physical inventories and communicates process improvements to business and finance leadership.
3. Conducts slow moving and obsolescence review for each assigned market, calculating reserve adequacy, and recommending process and timing of inventory write-offs.
4. Performs inventory efficiency/cost analyses and communicates results, impacts, and improvement recommendations to business leadership; works with Finance peers to ensure that all financial records and statements are updated as required.
5. Communicates importance of inventory controls and best practices to market leadership throughout the year. Provides necessary training and manuals to support those controls.
6. Develops cost standards for materials (BOM development), labor (Routing development), and overhead; performs product and cost analyses.
7. Contributes to the forecasting and budget establishment process.
8. Assists location management with inventory related transactional processing.
9. Supports cycle counting solutions.
10. Provides operational management inventory reporting and provides comments for improvement in results.
11. Assists with the development of transfer costs.
12. Ensures compliance with corporate finance policies and procedures.
13. Understands corporate internal controls to protect assets and company's financial position.
14. Participates in special projects on an as needed basis as directed by management.
15. Understands and observes all safety procedures and practices in order to prevent injury to self or co-workers; attends periodic safety meetings as required; may recommend changes to improve safety procedures.
16. Other duties may be assigned.

COMPETENCIES

- Excellent verbal, written, and presentation communication skills
- Strong understanding of inventory management practices
- Experience in the distribution and/or manufacturing industry
- Strong interpersonal, organizational, analytical, and technology skills
- Working knowledge of standard costing systems
- Process improvement orientated and disciplined
- Knowledge of business mathematics, statistics, and accounting practices
- Proficient in Microsoft Office Suite to include Intermediate Excel experience and database applications skills
- Midsize or larger enterprise resource planning (ERP) systems proficiency, including financial systems implementations and upgrades

MINIMUM REQUIREMENTS

Bachelor's degree in Accounting/Finance and four (4) years accounting or finance experience; or equivalent combination of education and experience.

CMA, CPA, or MBA preferred.

WORK ENVIRONMENT / PHYSICAL ACTIVITY *The work environment and physical activity described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- o Portion of work is in an office setting and generally sedentary with physical effort associated with using a computer, but may involve walking or standing for brief periods of time.
- o Remaining portion of time will be spent traveling to markets / lumberyards and participating in physical inventories. Travel requirement is 20%-50%.
- o May be required to occasionally lift, carry, push, pull, or otherwise move objects up to 25 pounds.