

## Job Description

**Position** Accounting Data Analyst

**Status** Full-time, Exempt

**Department** Finance

**Rate** \$30-35k

**Manager** Nikki Truman

### Position Summary

The entry level Accounting Data Analyst offers support to the Marketing, Sales, Finance and Operations divisions by providing key data to ensure that our customer, product, inventory and vendor information is accurate, complete and current. Utilizing investigative, organizational and analytical skills, the Accounting Data Analyst implements and executes data mining projects and creates reports to provide insight into sales, marketing and purchasing opportunities and trends.

In addition, the Accounting Data Analyst executes all Sales Tax administration which includes maintaining compliance with current Nexus standards to ensure accuracy, legal compliance and general efficiency as well as executing all filings. The Accounting Data Analyst works in a team environment under the direction of the Accounting Manager.

Qualified candidates for this entry-level position must have a passion for data analysis, possess strong communication skills, be an analytical thinker with an investigative focus and an expert in Excel, as well as be an independent performer who is an effective team player. Candidates must be motivated to achieve a rewarding career within the organization and possess strong organizational skills and a desire to learn. A Bachelor's degree with a focus on Math, Computer Science or Accounting is preferred.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.

### Key Responsibilities

- Data Analysis – Extract, manipulate and organize data in response to management requests
- Reporting – Create and present key decision making data for market assessments, forecasting and further analyses
- Sales Tax Administration – Reporting, researching, maintaining compliance and filing

### Physical Demands

- No unusual physical demands are required for this position

### Requirements

- Bachelor's Degree
- Expert in Excel (queries, pivot tables and V-lookups) as well as Data Management and Manipulation
- Proficient in other Microsoft Office Programs
- Impeccable Attention to Detail with Strong Organizational Skills
- Logical thinker with Strong Analytical, Problem Solving & Investigative Skills
- Exceptional Communication Skills
- Effective Team Player with the ability to Work Independently
- Experience with ERP software and Nexus Tax issues a plus

<https://home.eease.adp.com/recruit/?id=1549881>