HITACHI

HITACHI HIGH-TECH AMERICA, INC.

POSITION DESCRIPTION

POSITION TITLE:	Business Sales Analyst
DIVISION NAME:	Metrology and Analysis Systems Division (MAD)
REPORTS TO:	Assistant Manager, Sales Accounting
POSITION STATUS:	Full-Time
WORK LOCATION:	Hillsboro, OR (NCP)
WORK STYLE DESIGNATION:	**Hybrid (+50% Onsite)**
WORK STYLE REQUIREMENT	Onsite - 70% / Remote - 30%
FLSA STATUS:	Exempt
TRAVEL REQUIRED:	10%
POSITIONS SUPERVISED:	None

POSITION SUMMARY

The Business Sales Analyst (BSA) position is responsible for monthly closing process, budget process, and financial analysis support. The BSA will interface with external parties and all the departments within Hitachi High-Tech America, Inc. They will also create and develop various reports for management within the division.

NOTE: Indicate functions following each responsibility/requirement description
KEY: {E} Essential Functions {NE} Non-Essential Functions
(*'Essential Functions' are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.)*

PRIMARY RESPONSIBILITIES

Financial Closing Process

- Monitor and review financial accounts for reasonableness and accuracy routinely throughout the month {**E**}
- Process closing entries and other adjusting entries at month end {**E**}
- Conduct the closing process, including managing a closing checklist {**E**}
- Research and correct any discrepancies for service-related transactions {**E**}
- Prepare and maintain recurring and ad hoc financial reports, analyses, and supporting documentation to support management review and internal reporting requirements {**E**}

Financial Analyst

- Prepare monthly variance analysis of divisional orders/sales {**E**}
- Prepare quarterly corporate approvals for expense analysis fluctuation, inventory reserves calculation and warranty reserves {**E**}
- Liaise with our subsidiaries (Ireland & Israel) to ensure accurate forecasting and reporting {**E**}

Budget Process

- Coordinate the budget preparation process of internal divisional groups (i.e. Supply Chain Team (SCT), Service (Svc), and Sales) {**E**}
- Upload budgeted expenses, orders and sales into SAP {**E**}

Sales Administration Functions

- Work with Hitachi High-Tech (HHT) to issue purchase orders, change orders and invoicing {**E**}
- Create sales orders, purchase orders, delivery notes and invoices {**E**}
- Work with sales team to ensure accuracy of orders {**E**}
- Work with freight companies to ensure on-time delivery of product {**E**}
- Ensure customers receive the invoices in the timely manner (i.e. post to customers' website or email) {**E**}
- Investigate any discrepancies within business processes created by internal departments {**E**}
- Validate order and sales achievement reports to ensure the reasonableness and accuracy of the entries {**E**}
- Issue expense purchase orders when required {**E**}

Miscellaneous Items/Projects

- Monitor and assist physical asset count twice a year {**E**}
- Participate in departmental projects (i.e. process improvement, IT projects, etc.) {**E**}
- Train other team members when necessary {**E**}
- Function as back-up for team members {**E**}
- Other duties as assigned {**NE**}

EDUCATION, LICENSES, and/or CERTIFICATION REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Business Administration, or related field, or an equivalent combination of education and experience

EXPERIENCE and TRAVEL REQUIREMENTS

- Three (3) years' experience in General Accounting or equivalent experience in a high-tech product environment
- Experience with SAP Multi-Tenant Edition (MTE) and Salesforce preferred
- Experience with budget process
- Intermediate experience using Microsoft Office Suite with emphasis on Excel, Word, and Outlook
- Experience using Microsoft Windows operating system
- Up to 10% travel required

SKILLS and ABILITIES REQUIREMENTS / SAFETY REQUIREMENTS

- Ability to work independently with little instruction or supervision
- Ability to perform work accurately, thoroughly, and timely
- Ability to think critically
- Ability to initiate and carry out change
- Ability to self-start and problem solve
- Ability to effectively initiate solutions
- Ability to stay organized and handle multiple priorities at the same time
- Excellent verbal and written communication skills in English (Japanese a plus)
- Handle all duties with discretion while maintaining confidentiality
- Ability to interpret and respond to general business knowledge practices
- Ability to effectively deploy analytical skills
- Ability to coordinate well with different departments, groups, and people
- Ability to independently follow-up on and resolve issues
- Ability to effectively be detail oriented
- Ability to collaborate well with others and be a good team player
- Ability to explain financial data to managers
- Must comply with all corporate safety requirements and directives
- Expected to use PPE when required
- Follow all equipment specific safety protocols

POSITION - SAFETY RISKS AND HAZARDS

Warning: Due to the nature of the work environment, this job may require working on equipment or in work areas where electromagnetic frequencies may be present from some of the equipment (intensity may vary) which could possibly interfere with certain medical implants or devices. If you have questions, contact Human Resources.

EQUIPMENT REQUIREMENTS

- Ability to communicate and receive communication via telephone, fax, and computer email with or without accommodation
- Ability to use a telephone, computer, fax machine, and copy machine with or without accommodations

PHYSICAL and MENTAL REQUIREMENTS

Check/Add as needed; indicate codes NOFC (see below)

Physical Abilities Lift /Carry
O___ Stand

O___ Walk
F___ Sit
N___ Handling / Fingering
N___ Reach Above Shoulder
N___ Climb or Crawl
N___ Squat or Kneel

Lifting or Moving
O__ 10 lbs or less
O___ 11-20 lbs
N___ 21-50 lbs
N___ 51-100 lbs
N___ Over 100 lbs

Maximum one person weight lift of no more than 50 pounds under ideal conditions. Requires at least a two-man lift or more if lifting conditions are not ideal or more than 50 pounds, unless lifting device is used that can reduce the load to a safe level.

Push / Pull
O___ 12 lbs or less
O___ 13-25 lbs.
N___ 26-40 lbs
N___ 41-100 lbs

Other:

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.