

## POSITION TITLE: ASSOCIATE FINANCIAL OPERATIONS ANALYST

LOCATION: BALTIMORE, MD

### About the Opportunity

The Associate Financial Operations Analyst will support the business and financial operations of Videology. This individual, reporting to the Director of Financial Operations, will gain exposure and expertise in many areas of business at a venture-backed company. The focus of this position is in moving operations data into the finance infrastructure, and in supporting the improvement and automation in the process that make that movement more efficient. This is all done in the context of a business where transactions number in the billions. The Associate Financial Operations Analyst will also support the movement, processing and management of sales data in supporting the operations of the sales organization.

### Job Responsibilities

- **Business operations:** Responsible for end of month reconciliation and payment for global revenue and publisher/media partner accounts
- **Workflow:** Work with accounting, operations, and product teams to vet new deals, solidify work flows, and execute financial operations of current and future product offerings
- **Infrastructure:** Work with the tech organization and the finance infrastructure team to improve integration with business systems, improve the functioning and accuracy of business systems and to assist with the design and implementation of new financial systems to support the business
- **Process improvement:** Automate and improve processes within finance including regional revenue reporting, uploads for cloud-based accounting software, and goals for company-wide reports
- **Sales organization:** Assist with the support of the sales organization and use of business data to support accurate payment of sales commissions
- **Business analysis:** Complete ad hoc data-driven business analysis for senior management, including product-level financials for investor presentations and board meetings
- **Operate** in a fast-paced environment; must be capable of independent decision making and problem solving

### Minimum Qualifications

- Advanced knowledge of Excel.
- Excellent organizational and time management skills. Superior attention to detail.
- Strong communication skills, and the ability to understand and express complex topics.
- Ability to present results to management in a concise and professional manner.
- Bachelor's degree in finance, accounting, economics, mathematics, science, engineering or related field AND 0-5 years of experience in a finance, technical, or business operations role, OR Relevant combination of education and experience.

### Preferred Qualifications

- Experience with accounting software.
- Experience with financial reporting statements.
- Knowledge of computer programming and relational databases (SQL Server, MySQL).
- Knowledge of the digital media industry.

### Resume Submission

Please submit your resume to [careers@videologygroup.com](mailto:careers@videologygroup.com) and denote the position title and location of the job you are applying for in the email subject line.