Job Title: A/P Associate/Sales Analyst
Location: Brooklyn, NY
Department: Sales & Marketing
Reports to: Sales & Marketing Senior Manager
FLSA Status: Non-Exempt
Job Grade: G3
Pay Rate: $40,000 - $45,000 depending on experience

JOB PURPOSE: The Business Analyst is primarily responsible for sales forecasting expenses and develops and improves expense management tool policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Expense Management
   ● Develop and improve the expense management tool policies and procedures
   ● Involved in the implementation and maintenance of the Certify Expense Tracking Application
   ● Verify credit expense on the Smart Data portal
   ● Review all sales’ personnel travel expense and reimbursement request and forward to the Accounting team for processing
   ● Communicates with the Sales and Marketing team regarding employee reimbursement
   ● Ensures complete, accurate and timely processing of reimbursement activity
   ● Perform other duties as assigned by the manager

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

● Bachelor’s Degree in Business Administration or related field
● At least 1-2 years of experience in accounting and sales; Experience in a food manufacturing company preferred
● Excellent verbal and written communication and customer service skills
● Must be able to work in a fast paced environment
● Must be detail-oriented, systematic and organized
● Must be proactive and possesses solid problem-solving skills
● Proficient in Microsoft Office Suite; Word, Excel, and PowerPoint; Dynamics NAV, Smart Data, Adobe Acrobat is a Plus
● Must be bilingual in English & Chinese

JOB DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.