

## **BUSINESS ANALYST**

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Doppio Group is the leading software integration provider for global manufacturing and distribution organizations running Infor M3. Doppio Group provides integration services and technical solutions, resulting in improved business-to-business transactions and transforming the way businesses communicate.

The Business Analyst will support Doppio Group's executive team to make strategic decisions. This individual will be responsible for general accounting activities, financial analyses preparation, ad-hoc reporting, compliance and marketing. The Business Analyst will report directly to the Chief Operations Officer and work closely with other members of management.

We are looking for a candidate that is a team player and who loves to be hands-on. The ideal candidate is someone who is self-motivated and excited to learn.

### Primary Responsibilities:

- Prepare monthly bank reconciliations, ensuring accuracy of expenses and income
- Prepare monthly journal entries and consolidated financial statements (Income Statement, Balance Sheet)
- Manage billing, Accounts Receivable and customer payments
- Prepare weekly forecasts, cash burn analyses and monthly margin analyses
- Maintain sales and referral commissions schedules
- Oversee Accounts Payable to ensure timely payments to vendors
- Support Sales with preparing proposals and SOW's
- Collaborate with Director of Business Development to identify and implement new marketing strategies
- Coordinate with external Legal and Accounting firms (US, India, Australia) to ensure compliance
- Perform ad-hoc reporting to support strategic decisions

### Qualifications:

- Bachelor's degree in Accounting or a related field
- 2-3 years of work experience at a mid-tier or Big 4 accounting firm
- Strong working knowledge of Word, Excel and PowerPoint
- Strong analytical and problem-solving skills
- Highly organized
- Excellent written and verbal communication

### Additional Preferred Skills:

- Master's degree in Accounting is preferred
- CPA certification is a plus

Location: San Francisco, CA

Compensation: The Business Analyst role is a full-time, salaried position with benefits. Doppio Group pays competitive market rates and is an equal opportunity employer. Doppio Group will provide a work space and a computer.

**To Apply: Please email resume to [careers@doppiogroup.com](mailto:careers@doppiogroup.com).**