



FP&A - Senior Analyst

Kiva Systems, Inc. is a rapidly growing Boston area robotics company that is revolutionizing supply chain operations. The Kiva Mobile Fulfillment System uses hundreds of mobile robots to automate distribution centers, dramatically increasing both productivity and flexibility. Our customers are national retailers, large catalog operators, e-commerce and other companies that ship direct to consumers, businesses and retail stores. Please see www.kivasystems.com for more information about us.

Summary / Purpose

This individual will be spear-heading the Company's financial forecasting, annual budgeting process, operating plan variance analysis and special projects. S/he will provide financial consulting and strategic support to senior management including preparing board presentations, financial presentations, capital expenditure analysis, and other projects requested by senior management. This function acts as the analytical engine of the Finance team to provide insights and support 'optimal' business decision making. This position will report to the Corporate Controller.

Essential Duties and Responsibilities

- Prepares financial and business related analysis and research in such areas as financial and expense performance, cost of sales, cash flow forecasting, and working capital
- Prepares consolidated forecasts and budgets and analyzes trends in revenue, expense, capital expenditures and other related areas
- Utilizing PC and/or mainframe based systems and software; compiles and prepares reports, graphs and charts of data developed
- Assists with special financial and business related studies and cooperates with other departments in preparing analyses
- Assist with compilation and analysis of consolidated budgets and long range plans
- Maintains and coordinates group completion of financial review templates and meetings
- Prepare presentations to Board of Directors and Senior Management Team
- Ad hoc analyses, as needed
- Other duties will be assigned

Job Requirements

- Bachelor's degree in finance/accounting or related field
- Strong analytical and problem solving skills
- Effective written and verbal communication skills
- High level of proficiency with Microsoft Excel
- Strong organizational skills and attention to detail
- Strong interpersonal and communication skills
- 5-7 years of experience

Send qualified resumes to jobs@kivasystems.com and put your name and job title on the subject line.

