Job Title: Junior Staff Accountant
Department: Finance
Reports To: Director, Global Pricing and Billing
Supervises: None
Status: Exempt
Incumbent:

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job.

Position Summary:

As the Junior Staff Accountant, you will report to the Director of Global Pricing and Billing and will be responsible for executing short and long term pricing strategies by performing complex pricing analysis as well as Accounts Payable responsibilities.

The Junior Staff Accountant will bring expertise in data collection, proficiency in data analysis, and the ability to synthesize information and present actionable insights to management. Other responsibilities include the administering the Accounts Payable function for all BST locations. Vendor and internal employee interaction are required.

Major Responsibilities, Activities and Task Statements:

Essential Functions

1. Provide timely pricing information to internal partners, as requested
2. Ensure price competitiveness while maximizing both gross margin performance and market share for all products
3. Provide analytical support for strategic pricing development
4. Perform margin and pricing analysis to support key business initiatives as required
5. Conduct competitive product benchmarking and/or pricing assessments to formulate strategic and tactical pricing plans
6. Take initiative in identifying and resolving issues around pricing and margin
7. Provide regular and ad hoc pricing analyses and reporting for management
   Address any global pricing issues that may occur daily
8. Coordinate the implementation of price changes within business systems, publish updates pricing documents, and communicate pricing changes to affected parties (customer service, sales administration, product management, etc.)
9. Coordinate Accounts Payable process ensuring accurate account coding, appropriate approvals, and efficient and timely payments to vendors.
10. Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles.
11. Establish and maintain business relationships with sales management, customer service and product line management

**Position Specifications**

**Required**

- Associates degree
- Knowledge of Pricing and Accounts Payable practices
- Intermediate to advance knowledge of Excel and spreadsheet applications
- Experience in maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use
- Excellent interpersonal, leadership, organizational, and oral and written communication and presentation skills
- Self-starter/results oriented/detail oriented; proven ability to achieve results across the organization
- Proven leadership skills and the ability to work effectively with others at various levels within the organization
- Must be very detail-oriented

**Preferred**

- Bachelors degree in accounting, finance, economics or a related field
- 2+ years of experience in pricing, accounts payables
- Experience in a professional corporate environment
- Experience in similar industry or complex service environment
- Experience with Microsoft Great Plains, particularly billing modules

**Organizational Core Competencies:**

**Integrity**

- Guided by a set of core values and beliefs to guide behavior and performance
- Represents information accurately and openly
- Demonstrates fairness in dealing with others
- Uses appropriate judgment in maintaining confidentiality
- Displays consistent loyalty to company values even under pressure
- Acts objectively and inspires trust

**Customer Centric**

- Considers the client perspective when creating policies, procedures, and solutions.
- Attentive and responsive to customer requests
- Listens to and anticipates needs of the customer
• Identifies, influences and manages customer expectations
• Aligns priorities with the customer’s priorities
• Acts with a sense of urgency on behalf of customer needs
• Recognizes that building relationships are critical for success – internal and external

Accountability to Team and Self
• Is open to learning one’s tendencies – areas of strength and areas of development knows one’s strengths and limits
• Understand behavior impact on others
• Acknowledges accountability for performance and its influence on team
• Recognition that intent and actions should be aligned with sensitivity to others perceptions
• Demonstrates support for the group over personal wishes

Delivers Results
• Anticipates, identifies, confronts and overcomes barriers in order to successfully complete a task or project
• Focuses on outcomes rather than activities
• Demonstrates personal contribution to accomplish goals
• Drives and produces efficient solutions – actively pursues process improvement
• Consistently delivers on commitments and goals

Quality
• Drives quality standards and maintains these standards
• Follow established guidelines for quality assurance
• Takes accountability for mistakes through self-reporting, corrective action and preventative measures
• Consistently demonstrates accuracy, compliance and gold standard service performance
• Ambassador of quality throughout the organization

Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Some travel may be required.