

SAI Global

FINANCIAL CONTRACT ANALYST

Department: Finance, Compliance Americas

Location: Waltham, Massachusetts; telecommuting is not an option.

Company Information:

SAI Global provides organizations around the world with information services and solutions for managing risk, achieving compliance and driving business improvement. We provide aggregated access services to Standards, Handbooks, Legislative and Property publications; we audit, certify and register your product, system or supply chain; we facilitate good governance and awareness of compliance, ethics and policy issues and provide training and improvement solutions to help individuals and organizations succeed. For additional information please visit www.saiglobal.com.

Job Scope and Accountabilities:

- This position will be responsible for recording sales contracts in the revenue accounting system; financial reporting and other general accounting duties as assigned for the Compliance Division working within the Finance team.

Key Responsibilities:

- Assist the Senior Revenue Accountant with the maintenance of contract details in Contrax (revenue recognition module within Softrax);
- Prepare monthly Bookings Reports and complete customer invoicing; and
- Adhoc reporting and analysis as required.

Experience Required:

- Proficiency in Microsoft Office Suites, particularly Excel;
- Experience with accounting systems which include a revenue recognition module or component (current systems in use are Softrax and Contrax);
- Experience working with multiple disciplines – Sales, Legal, Finance and General Management; and
- Attention to detail is a must, with the ability to read and decipher standard contract deliverables and meet deadlines while providing accurate reporting.

Education / Professional Qualifications:

- Bachelor degree in Accounting or Finance preferred; and
- Minimum of two years experience in a corporate accounting environment or equivalent.

Interpersonal Skills:

- Excellent interpersonal, written and verbal communication skills required;

- Desire to work in a small, cross-functional team environment with the ability to work independently and with the team; and
- Understand and support the Company's goals, business and values.

Full commitment to conduct business with the utmost integrity and in full compliance with the law is absolutely essential.

To Apply:

Interested and qualified candidates should submit a resume with salary requirements to SAI Global's Human Resources department via email at: SAIGamericas_jobs@saiglobal.com; please reference Accounting 013-12.

SAI Global is an equal opportunity employer.