

## **Business Analyst (Excellent salary plus pre IPO stock options)**

### **Company background**

Inforce Computing, Inc. is a privately held company that designs and sells multi-function, ready-to-use small form-factor computer modules consisting of high performance application processors, and other off-the-shelf (OTS) components targeting the booming Internet-of-Things (“IoT”) marketplace. Our standard OTS modules enable IoT applications and product developers to quickly take their ideas from concept to volume production. The Company was founded in 2007 and has design wins with a number of major brand name OEMs, resulting in year-on-year growth in annual sales and profitability.

### **Job description**

As we ramp up to support the growth in IoT opportunities, we have established the need for a business analyst to track, analyze, and report on orders received, committed-to-production, shipment, and sale, billing, collection, and post-sales support. The candidate needs to understand margins, cash-flow, on-time delivery record, and customer satisfaction at order-level granularity. This will be our marketing differential and key to maximizing profitability and cash flow as the foundation for growth and shareholder value generation.

This position offers an interesting career opportunity to a creative and energetic accountant looking to become a key member of the senior management team, by designing processes, gathering and validating production and sales data, creating models and reports, and supporting management in enhancing efficiency, profitability, and our unique market positioning as a leader in emerging IoT solutions. The candidate should be self-motivating and be able to deal with a fast-paced entrepreneurial environment.

### **Job responsibilities**

Gather, own, test, and enhance the integrity of all raw data on customer contracts and orders, deliveries, sales, billings, collections, inventory, production, shipments, payments, cash flow, backlog, returns and warranties, and other information in a business database. Raw data will be extracted from recurring and ad hoc reports from QuickBooks (accounting system), PC MRP (MRP system), and operational management communications.

Build and deliver reports showing:

- Month-to-month roll forward of every order through contract, backlog, production, payment, shipment, inventory, billing and collection, reconciling and identifying delays, leakages and other problems by detailed PO and reason.
- Revenue, cost, and gross margin at order level of granularity by customer, product, manufacturer, sales channel and representative, contract, etc.
- Current period revenue, cost and margin trends in relation to immediate and historic comparatives, and to forecast/budget, and detailed variance analysis by customer, product, manufacturer, sales channel and rep, contract, etc.
- Research reasons for all trends and forecast variances by reference to contracts, inbound variances (PPV, forex, alternate supplier, etc), management research, in house and external

inefficiencies, etc. and provide management reports and recommendations, and input to financial and operations planning for improved future forecasts.

- Inventory availability, turnover, excesses and shortages by product, in relation to customer orders and agreed shipment dates, and purchase order delivery commitments.
- Purchase order commitments in relation to customer orders, inventory on hand and bill of materials, purchase and sub-contractor lead times.
- Review BOMs entered into the MRP system. Review and maintain updated file of standard costs, review and manage Cost of sales variances including purchase price, scrap and wastage, inventory loss, obsolescence, freight and duty, warranty
- Reconcile reported financial records to business files and status reports, coordinate with Operations manager to confirm and verify purchase order back logs, inventories, commitments, cost of sales.
- Assist in presenting convincing reports to management, Board of directors, investors, and customers and recommending solutions to identified problems

### **Required experience**

- At least five years of general accounting background with knowledge and ability to extract data from QuickBooks, and MRP systems.
- Communication skills to review and understand customer contracts, discuss progress and variance with production, engineering, sales, and finance management
- Top-tier MS Excel, PowerPoint, and data manipulation skills fit for Board-level presentations and management reports.
- Ability to creatively think through and analyze problems to be able to provide systematic solutions.

### **Projects**

The candidate should demonstrate an ability to migrate an MRP system from PCMRP to Fishbowl, which can be used in conjunction with QuickBooks as an integrated system. The candidate should have experience in defining, evaluating, and introducing systems, either directly or by working with 3<sup>rd</sup> party consultants.

### **Reporting**

The candidate will report to the CEO with functional report and support to part time contract CFO. There will be significant opportunity to present to the Board of Directors on a periodic basis.

### **How to apply**

Send your resume/CV to [hrcs@inforcecomputing.com](mailto:hrcs@inforcecomputing.com), along with a cover letter describing why you think you are the right person for the position.

Important note to recruiters: Inforce only accepts direct applications from candidates for this position. Unsolicited resumes sent to Inforce automatically become the property of Inforce Computing and no compensation whatsoever will be paid absent an existing agreement with Inforce.