



Job Opportunity at Biotix
September 2019
Sr. Sales Operations Analyst
San Diego, California
FLSA: Exempt
Reports to: Head of Finance

Preference to candidates located in San Diego. No relocation assistance is available for this job.

Purpose of role:

Incumbent is responsible for collaborating with Sales & Marketing to analyze the company's revenue and related month end close duties for Biotix. This includes analysis of sales trends (including performances by brands, by SKU's within the brands, by sales representatives and from our distributors) and preparing journal entries, performing account reconciliations. Incumbent will be reporting and communicating data to the finance, sales, marketing, and manufacturing and operations teams to enable Biotix to communicate financial information to key management members efficiently and accurately.

Core Values for this role: Teamwork, Integrity, Self-Motivated, Dependability, Detail Oriented, and Effective Communication style.

ESSENTIAL JOB FUNCTIONS:

1. Prepare various ad hoc and recurring sales reports and analyze results.
Activities:
 - Prepare monthly Sales Flash Reports for management
 - Collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical information and convert into presentations showing trends
 - Analyze operational and financial data, design project plans and initiate execution
 - Prepare quarterly business review (QBR's) packages/proposals to be reviewed with customers
 - Calculate commissions earned by Biotix sales representatives on a monthly/quarterly basis
 - Assist sales team in developing sales forecast and annual budget
 - Develop monthly quota for each territory based on approved budget
2. Assist in the monthly, quarterly, and annual financial close process.
Activities:
 - Prepare journal entries and perform account reconciliations
 - Prepare and analyze samples report
 - Partner with Sales & Marketing on spending
3. Manage, analyze and administer dealer discounts, and customer quotes.
Activities:
 - Process dealer discounts by working with Business Development Managers, auditing cost and margin assumptions and providing Executive team with validated requests for decision making

- Maintain numerically controlled database of all Dealer Customer Quotes in accordance with internal controls
- Provide information as needed to Customer Service, Sales, Executive Management about pending, approved, or expiring quotes.

JOB SPECIFICATIONS:

1. Bachelor's degree in Finance, Accounting or related field.
2. Minimum of two (2) years Finance experience required. Sales operations experience preferred.
3. Ability to use MSOffice required.
4. Advanced knowledge of Excel and Intermediate knowledge of Access required.
5. Organizational skills permitting the effective management of several concurrent projects and priorities.
6. Strong interpersonal skills.
7. Ability to complete work in a confidential manner and in a fast-working environment.
8. Able to adapt quickly and understand the needs of teams and individuals working toward solutions.
9. Ability to travel between San Diego, CA and visit Manufacturing Plant when required, in Tijuana, Baja California. (10%).

Come and be part of a growing and innovative organization!

Interested parties please send Cover Letter and Resume:

careers@biotix.com

Subject Line: Sr. Sales Operations Analyst

Biotix offers a competitive compensation package, including benefits for our employees and their dependents

We are an equal opportunity employer, encourage diversity and innovation!

Relocation assistance not available for this role.

No Calls – No Recruiters/Agencies please.