

Junior Business Analyst



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 18, 2024

Published : Sep 18, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About Kathairos

Kathairos Solutions is a leading and rapidly growing North American clean tech company, bringing decades of knowledge, resources and experience into developing the innovative solutions of tomorrow, for the changing energy industry of today. We have developed a simple solution to one of the energy industry's major challenges in reducing emissions, which continues to be adopted at a staggering rate across North America.

Your Opportunity

Reporting to the Chief Financial Officer, the Junior Business Analyst will primarily be responsible for assisting in the accounts receivable, period end reporting and other ad hoc duties. The successful candidate will have the opportunity to review, analyze and evaluate Kathairos' operating regions across North America with the overall goal of making recommendations to maximize efficiency and customer experience. They will be responsible for analyzing large amounts of data, as well as regularly compiling reports and related analysis for the team to review.

Responsibilities

Accounts Receivable

- Assist in the timely and accurate processing of invoices, ensuring adherence to established procedures and guidelines.
- Collaborate with internal teams to gather and verify all necessary information for invoicing purposes, resolving any disputes or issues that arise.
- Monitor and reconcile accounts receivable, ensuring timely collection of outstanding payments and addressing any payment-related inquiries.

Process Improvement & Administration

- Assist in the maintenance of accurate financial records, ensuring data integrity and compliance with accounting principles and company policies.
- Support the implementation and improvement of accounts receivable procedures, identifying areas for optimization and efficiency enhancement.

Analysis & Reporting

- Collaborate with cross-functional teams to gather and analyze financial data, providing insights and recommendations to support decision-making.
- Assist in the preparation of financial reports, including accounts receivable aging reports and other relevant financial analyses.
- Work closely with the leadership group, providing support on various finance and accounting projects as needed.

Qualifications

Required (Must have):

- A bachelor's degree in business administration in Accounting or Finance.
- Recent University graduate with a strong academic record.
- 0-2 years of related work experience.
- Desire to pursue a career in accounting or finance
- Excellent attention to detail and strong analytical skills, with the ability to manage large volumes of data with accuracy.
- Proficient in using the Microsoft Suite of Tools for data analysis and reporting.
- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Effective communication skills, both written and verbal.
- Ability to work independently, as well as part of a team.
- Demonstrated ability to problem solve, think critically and have a positive attitude.

Why Kathairos

- Competitive Total Rewards, Salary + Annual Performance Bonus
- Paid Time Off and Flex Time
- Health & Dental benefits start day 1
- On-Site Fitness Facility and secure Bicycle Storage
- Career Growth and Development opportunities

At Kathairos, our people inspire our purpose. We value the creativity and success that comes from collaborating with a diverse team of individuals. We welcome candidates from all backgrounds who share our passion in prioritizing inclusion and equity. We are passionate about creating an environment where everyone feels valued and is empowered to share their talents towards advancing our vision to create clean air and responsible energy production for our planet.

Thank you for considering Kathairos! We genuinely appreciate your interest, however, only those candidates who are selected to continue in our recruitment process will be contacted.

[Apply for this job](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
