Position Title: Senior Financial Analyst
Department: Finance
Location: King of Prussia, PA
Reports to: 
Level: 
Date: 
__x_Exempt     __Non-Exempt

Summary of Position:
The Senior Financial Analyst is primarily responsible for supporting the financial planning and accounting close activities for the Commercial Operations and Medical Affairs function. This position requires a broad range of finance, accounting, and business operations knowledge.

Position Responsibilities (which include the essential functions):
• Accounting and financial planning support for Commercial Operations and Medical Affairs, including but not limited to the following:
  o Monthly accounting close
    ▪ Meeting preparation, journal entries, and account reconciliations for assigned areas
    ▪ Gross-to-net calculations and analysis of discount and allowance reserve balances
  o Function support role:
    ▪ Preparing monthly cost center reports with variance analysis to Annual Operating Plan (AOP) and reforecasts, conducting research of drivers to variances
    ▪ Assist with the timely and accurate preparation of forecasts, which may include reports, analysis, input of monthly actuals and changes to future periods within the Paratek corporate forecast model
• Analysis of commercial contracts for impact on gross-to-net adjustments and government pricing
• SOX and quarterly review/annual audit requests/compliance
• Assist with ad hoc projects and initiatives (e.g., system upgrades, process improvements)

Candidate Requirements:
• Bachelor’s degree in accounting or finance, CPA or MBA a plus
• 5+ years of related financial analyst/accounting experience
• Strong working knowledge of U.S. GAAP
• Prior experience supporting Pharmaceutical Commercial Operations preferred
• Prior experience working with tight deadlines and demonstrated responsibility for accuracy and timeliness for work performed
• Proficient computer skills; extensive knowledge of Microsoft Excel and Microsoft PowerPoint
• Self-starter/proactive and willingness to take on and learn new skills
• Ability to build consensus and work well with a small finance team
• Ability to travel ~30% of time