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**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:
  - 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
  - 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