



Innovative Systems, Inc.

## Business Analyst

### Company Profile:

Innovative Systems, Inc. (ISI) develops and delivers enterprise customer information solutions to organizations whose success depends on a complete and accurate understanding of their customers. ISI is committed to continued growth as the leader in providing enterprise data quality, data enrichment, customer information process management and customer network business solutions to Fortune 1000 organizations worldwide. Additionally, ISI delivers solutions to allow companies to comply with government regulations which require vetting individuals and organizations with whom they deal in the areas of money laundering and potential terrorist activities and connections. We provide these products and services via application software either installed in our customer's sites or via hosted services. We combine over 40 years of industry leading technology experience with systems integration and professional services to enable our customers to tailor our solutions to their environments and requirements.

### Location:

Corporate Headquarters in Pittsburgh, PA.

### Qualifications:

We are looking for a recent business graduate with a base knowledge of accounting who is interested in growing with our business.

### Job Description:

This is a new position within the Administrative Department, which reports to the CEO. The position includes responsibility for managing the financial and selected aspects that relate to contractual work and is also responsible for (but not limited to) the following:

- Preparation of monthly financial reports and summarization of data for the Board of Directors and Executive Management Team
- Preparation of financial information for tax filings
- Work with outside accounting firm on reviews and tax returns
- Preparation of statement of cash flow
- Completion of various journal entries as necessary
- Assistance in treasury functions
- Analysis of financials to support business operations
- Monthly reconciliation to ensure accuracy in reporting
- Utilization of Microsoft Excel to develop models needed by operating managers
- Daily utilization of accounting system and other computer applications
- Assistance in the process of monthly closing

This is an opportunity that provides a myriad of experiences. Travel may be required to meet with staff in locations other than Pittsburgh. Knowledge of foreign language(s) and having lived abroad is desirable but not required. The position will provide exposure to tax law in many countries, experience with managing and consolidating accounting systems across various currencies, and the preparation of reports to keep management abreast of the company's financial position. ISI's management team is experienced and dedicated to the personal success of all associates. You will have the opportunity to learn from seasoned professionals from a variety of different academic, cultural, and business backgrounds.

### Benefits:

Medical/Dental Insurance, 401(k) plan, Life Insurance, STD/LTD

**Innovative Systems complies with Equal Employment Opportunity laws and will not discriminate on the basis of race, color, age, religion, sex, sexual orientation, disability or any non-job related factors.**