

Procure to Pay Analyst

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Company: LHH

Location: Palo Alto

Category: other-general

LHH is working with a late-stage clinical biopharmaceutical client in Palo Alto to hire a Procure-to-Pay Analyst. This position will support financial analysis, data analytics, and special finance projects specific to procure-to-pay. Our ideal candidate will have working knowledge around procure-to-pay processes and coupa (audit or hands-on), with a desire to gain more experience utilizing data analytics tools. Great opportunity to learn, work with a great team, and grow your skillset. This company is based in Palo Alto and offering a hybrid work arrangement. Target compensation is \$85k-\$100k, plus bonus and equity.

Primary Duties and Responsibilities:

- Manage vendors and related inquiries, adhering to departmental deliverables, and perform reviews
- Collaborate with Procurement and Accounts Payables to resolve vendor inquiries
- Provides analyses for complex summaries, proposals and special projects relative to a diverse range of topics to include new financial procedures and / or services, changes in legal regulations, tax implications, etc.
- Reviews and approves financial data and transactions
- Shape and continuously improve both standard reports and customized analyses to deliver ongoing insight to leaders
- Communicate and partner with our key leaders to deeply understand the business questions and apply data techniques to support high quality decision-making
- Build our data infrastructure and support scripts and updates needed to ensure timely,

accurate data flows

- Enhance operational excellence within the team by creating useful data automation wherever possible
- Support our enterprise systems & processes in relation to data
- Build and extend data quality processes

Skills and Competencies:

- 1-3 years of audit or hands on procure-to-pay experience
- Bachelors in Finance, Accounting, or Business
- Strong Excel skills and experience with Coupa
- Excellent communication and internal customer service mentality

Equal Opportunity Employer/Veterans/Disabled

To read our Candidate Privacy Information Statement, which explains how we will use your information, please visit <https://www.lhh.com/us/en/privacy-policy/>

The Company will consider qualified applicants with arrest and conviction records

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