

Mizkan America, Inc.

Job Title: Inventory Analyst

Based in Mount Prospect, IL, Mizkan America is a subsidiary of the Mizkan Group, a global, family-owned company that has been Bringing Flavor to Life™ for more than 220 years. As one of the leading makers of vinegars, condiments, and sauces in the United States, Mizkan America maintains 12 manufacturing facilities that serve the retail, foodservice, specialty-Asian and food-ingredient trade channels. We are committed to following our two core principles: continuously challenging the status quo and delivering only the finest products for our customers. Our leadership seeks out, embraces, and implements ideas for improvement from all of its employees. Transparency and accountability are two key factors that drive our company's overall management approach.

We are looking for people who are seeking to deliver their best so that we can deliver ours. We're dedicated to maximizing the potential of our greatest assets—our team members. That is reflected in our ongoing commitment to recruit, develop, reward, and retain our talented, multicultural workforce. We hope to see you as part of our team's future success!

SUMMARY: The Inventory Analyst-Finance is responsible for reviewing, processing invoices related to inventory procurement overall inventory management and accuracy, across the entire Mizkan distribution network. The Inventory Analyst is also responsible for the development, execution, and monitoring of Mizkan inventory processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Purchase Order Management:** Create and manage POs for the warehouse budget. Create and maintain accurate documentation for all PO request and any changes associated with them.
- **Invoice Processing:** Review and process invoices related to inventory procurement, transportation, and storage. Verify invoice accuracy, matching them with purchase orders and receipts. Address discrepancies or issues with suppliers or internal stakeholders as needed
- **Month-End Closeout:** Assist in the month-end financial closeout process by reconciling inventory accounts. Ensure timely and accurate

recording of inventory transactions and adjustments. Prepare inventory-related journal entries and accruals

- Financial Reporting: Generate reports and analyze financial data related to inventory, costs, and variances. Contribute to the preparation of financial statements and reports for management
- Inventory Management: Collaborate with cross-functional teams to maintain optimal aging inventory levels. Monitor and analyze inventory oversells, fines and fee tracking, and expired inventory. Identify opportunities for cost savings and process improvements; Charge back's, returns and Warehouse inbound incident report. Assist in the coordination of inventory audits and cycle counts. Participate in special projects related to inventory optimization. Maintain accurate inventory records within D365 through inventory transactions. Complete Ad Hoc Inventory Analysis
- Documentation and Record Keeping: Maintain organized and up-to-date records of inventory-related financial transactions. Ensure compliance with internal accounting policies and external regulations
- Administrative Support: Provide administrative support to the supply chain and finance teams as needed.
- Work collaboratively with internal and external stakeholders, including 3PL warehouses, Supply Chain Planning, Transportation, Plant Operations, Sales, Finance, Purchasing, Marketing, and other departments, as needed
- All other duties as assigned

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Bachelor's Degree in Supply Chain, Business, Finance, Accounting, Mathematics, or equivalent work experience
- 1-3 years of experience in Inventory Management
- Computer literacy required. Intermediate to Advanced knowledge of Microsoft Office Suite with particular focus on Excel
- Direct experience with inventory control, cycle counting desirable
- Data mining skills including the ability to retrieve, manipulate, analyze, and interpret information critical to success
- Attention to detail and processes is required
- Microsoft Dynamics 365 experience preferred but not necessary
- Knowledge of EDI Inventory Management process

- Must be self-motivated, analytical, and driven to succeed
- Must work well under pressure and be highly responsive to short deadlines
- Ability to interface effectively with people is essential
- Must possess excellent verbal and written communication skills
- Ability to make presentations to small groups