Ogilvy CommonHealth WW

Title: Financial Administrator

Location: 400 Interpace Parkway, Parsippany, NJ 07054

Job Type: Full-Time

Start Date: ASAP

Job Description:

Ogilvy CommonHealth Worldwide Finance is looking for an energetic individual to serve as the primary billing and financial reporting interface with our clients. Our dynamic department is looking for someone who can work independently as well as part of the team with a positive attitude, who is motivated to grow as an individual while contributing positively to the success of the company.

This job is ideal for a recent college graduate who wants to get started in Accounting or Finance and has the qualifications noted above, or a seasoned professional who has worked in an advertising or marketing services industry, who is familiar with these job functions. Training will be provided on the specific responsibilities and duties noted below.

Ogilvy CommonHealth Worldwide and offers a great benefits package and many opportunities for career advancement within the Finance Department.

Primary Responsibilities:

This well-organized individual will be responsible for the daily management of Client finances including but not limited to:

- Tracking of costs vs. client budgets
- Leading monthly financial status meetings with internal teams
- Accurate and timely Job setup and Maintenance
- Ability to assess and identify items at risk of non-payment from clients (both A/R & WIP)
- Client Invoicing using our enterprise accounting system, JDE Edwards
- Client Contract Compliance
- Preparation & review of client financial reports
- A/R collections, WIP review and resolution of unapplied cash
- Organization of daily work as well as day to day maintenance of client records
- Sarbanes Oxley Compliance
- Review & enforcement of company policies
- Special projects and assignments as needed
- Depending on Client assignments, this position may require travel to our NYC office for monthly meetings (once or twice a month)

Qualifications:

Degree in Finance or Accounting preferred. Must be PC proficient and able to thrive in a fast -pace setting. Experience with J.D. Edwards or other large automated accounting system a plus. Must have strong experience with Microsoft Excel such as Vlookups & Pivot Tables, strong verbal and written communication skills along
with the ability to multi-task. Work under pressure and manage your time in order to meet all client deadlines also required.

Customer Service skills, as well as strong communication, analytical, and time management skills are required for this position. The ability to be flexible but firm and able to enforce company policies & procedures is necessary.

**Application Instructions:**

Please apply to our website: [http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=COMMONHEALTH&cws=1&rid=2280](http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=COMMONHEALTH&cws=1&rid=2280)

**About the organization:** Ogilvy CommonHealth Worldwide—the health behavior experts of Ogilvy & Mather—committed to creativity and effectiveness in healthcare communications, everywhere. With 60 offices across 33 countries, Ogilvy CommonHealth Worldwide provides marketing services including brand identity and development, clinical trial recruitment, digital/interactive services, direct-to-consumer, direct-to-patient, global integration, managed care marketing, market research and analytics, media planning and buying, medical advertising and promotion, medical education, public affairs and relations, relationship marketing, and strategic consulting. The network also offers scientific communications and publications services through a wholly owned separate legal entity. The organization houses and maintains individual Ogilvy CommonHealth and Ogilvy Healthworld brand identities within the marketplace and is a WPP company (NASDAQ: WPPGY, www.wpp.com).