

Job Description

Position Title: Senior Financial Analyst	Location/ Dept:
Prepared By: Brian Foster	Document:
Manager Approval:	Date:
HR Approval:	Version:

Position Mission

This position will be involved in all areas of the business, with the main focus to the operational areas.

Key Areas of Responsibility

Description

- Responsible for performing day-to-day general ledger accounting, financial reporting and analysis for functional areas.
- Routine communication with department heads relating to financial close, issues and deliverables.
- Responsible for month-end, quarter-end and year-end close for assigned functional areas.
- Research and prepare variance analysis and explanations.
- Responsible for the preparation and analysis of the periodic management reporting of financial results for assigned functional areas.
- Monthly Forecasting and Close Reporting, Yearly Budgeting.
- Reporting and analysis for Company, Product, Customer, and Segment Profitability.
- Weekly and Daily Dashboard reporting.
- Support cost center owners in Financial modeling, cost benefit and other ad hoc analysis.
- Perform Balance Sheet account reconciliations, account analysis, accrual calculations, and other related accounting documents/schedules.
- Prepare Journal Entries related to assigned functional responsibilities.
- Responsible for performing special projects to improve process efficiency and performance.
- On-going support of the ERP system.
- Other duties as assigned.

Reporting Relationships

Indicate role of position by selecting designated box:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Individual Contributor | Reports to (position): Finance Director |
| <input type="checkbox"/> Working Supervisor | Indirect Reports (#): 0 |
| <input type="checkbox"/> Manager (hire/fire/discipline authority for 2+ employees) | Direct Reports (#): 0 |

Formal Education / Certification Requirements

- Bachelor's Degree in Accounting / Financial Discipline

Job-Related Experience/ Skills/ Competencies

- 5+ years of financial analysis experience
- Strong understanding of GAAP
- Customer Service oriented
- Proven ability to prioritize objectives and responsibilities

- Thorough, organized, and systematic approach to tasks
- Strong interpersonal skills and ability to establish and maintain effective working relationships
- Ability to effectively self-manage in a fast-paced business environment.
- Strong written and verbal communication skills
- Strong research, analysis, planning and organizational skills
- Experience with NetSuite ERP system a strong plus
- Demonstrate strong Excel and Database skills

Travel Requirements

- N/A

Physical Requirements / Working Conditions

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. The physical requirements described on the supplemental Occupational Worksheet are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made upon request.

To be completed by HR:

Job Code: EEO Code:	FLSA Status: Census Code:	Completed by: Date:
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