



JOB DESCRIPTION

JOB SUMMARY

Responsible for conducting and documenting simple to moderate standard financial analysis and adhoc finance projects including market research to support assumptions, extensive technical writing and preparation of valuation and offering materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supports senior staff in varied areas of financial analysis including one or all of the following: standard monthly management reporting and variance analyses, budgeting, forecasting and strategic planning. Includes review and coordination of financial analysis across different departments and/or regions/business lines in support of Finance management. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position. Provides informal assistance such as technical guidance, and/or training to co-workers. May coordinate and assign tasks to co-workers within a work unit and/or project.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (BA/BS) in Accounting, Finance or Economics from four-year college or university.

CERTIFICATES and/or LICENSES

None

COMMUNICATION SKILLS

Strong written and verbal communication skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information to supervisors and finance management.

FINANCIAL KNOWLEDGE

Requires knowledge of basic financial terms, concepts and accounting principles.

REASONING ABILITY

Ability to comprehend, analyze, and interpret financial information and the ability to accurately explain/report activity in verbal and written communications. Requires intermediate analytical skills.

OTHER SKILLS and/or ABILITIES

Computer skills, including specific knowledge of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, etc.). Strong work ethic and adaptable.

SCOPE OF RESPONSIBILITY

Decisions made with understanding of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.