

	JOB DESCRIPTION CODE:	
	REVISION DATE:	6/06/19

JOB TITLE: Finance Analyst	SHIFT: 1
DEPARTMENT: Finance	LOCATION: Owatonna/Sioux Falls
REPORTS TO: Finance Manager – FP&A	FLSA STATUS: Exempt

POSITION PURPOSE:
<ul style="list-style-type: none"> High visibility, critical role on the Financial Planning & Analysis (FP&A) team reporting to the Finance Manager, and leading core financial processes (i.e. Annual Operating Plan, Monthly Forecasts, Monthly/Weekly/Daily Reporting and Analysis). The role will provide insight into performance and drivers and will be key in driving predictability, accountability and value-added analysis.

ESSENTIAL DUTIES & RESPONSIBILITIES:
<ul style="list-style-type: none"> Key business partner and finance point of contact with the functional team Provide daily/weekly/monthly performance reporting Coordination of month end close activities related to analysis including monthly mid-month and late month projections Created, monitor and analyze annual, quarterly and monthly spend against the financial plan, forecast and prior year. Works to identify root cause for shortfalls vs. plan, forecast and prior year as required. Identifies, recommends and implements corrective action plans as required. Develops a standard reporting package to communicate results to the functional team, finance and the leadership team. Develops the tools to support analyzing the results and performance of the business units, categories and customers. Assist with requested ad hoc analysis and operational analysis Work with various systems, ensure reconciliation of data and identify opportunities for process improvement

KNOWLEDGE / SKILLS / ABILITIES:
<ul style="list-style-type: none"> Highly self-motivated/detail-oriented individual with strong organization skills Ability to analyze and interpret operating results and complicated data and prepare concise, accurate and timely reporting Ability to assess range of outcomes and risk, evaluate opportunities and present conclusions Strong systems skills including ability to utilize Hyperion, Excel, Word, PowerPoint, and other software as necessary Strong work ethic and sense of personal responsibility for work outcomes Possess strong communication skills (verbal, written and interpersonal) Ability to work in a team environment, build strong relationships and influence up and down in the organization Proven ability to work on multiple projects simultaneously and multi task as necessary to meet deadlines Demonstrated ability to initiate and lead process improvement

QUALIFICATIONS / PRIOR EXPERIENCE:

- Bachelor's degree in finance/Accounting
- 3+ years of solid financial analysis experience
- Solid interest and aptitude for and experience with critical, complicated analytical work and creative thinking

WORK ENVIRONMENT/OTHER REQUIREMENTS:

- Ability to travel ~10-15%

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Interested candidates please submit resume to anni.yule@amesburytruth.com