

EMERALD HEIGHTS

Job Description

Job Title: Senior Financial Analyst
Department: Finance
Reports to: Chief Financial Officer

Job Overview: The Senior Financial Analyst provides financial planning and analysis in support of the CFO, Finance Department and company management.

DUTIES AND RESPONSIBILITIES

- Develop financial models to support analysis of a variety of financial and operating activities
- Assist in preparation of the annual operating budget
- Review and communicate monthly variances of revenue and expense vs. budget and prior year
- Communicate with department heads to understand and explain variances and trends
- Develop financial forecasts for operations and investments
- Assist in developing long range financial plans
- Analyze capital investments
- Support financial planning and investment analysis for business expansion
- Monitor spending and accounting for major capital projects
- Develop financial and operational reports for company management and board of directors
- Prepare financial presentations for board and committee meetings
- Benchmark company's financial and operating results against industry performance
- Monitor performance of the company's stock and bond investment portfolio
- Monitor and forecast cash flow
- Provide analysis of financing alternatives to develop appropriate short term and long term capital structure
- Assist with monthly and annual closing of accounting books
- Assist with annual audit
- Special projects as requested

REQUIREMENTS

- Minimum of bachelor's degree in accounting, finance or business
- CPA or MBA a plus
- Minimum three years experience as a financial analyst
- Good knowledge of accounting and financial concepts and practices
- Strong familiarity and aptitude in working with financial and accounting software
- Excellent skills and experience with spreadsheet software (Excel) and other Office software
- Good communication skills – speaking and writing
- Strong interpersonal skills in relating with co-workers and company management at all levels
- Effective in a hands-on, team-oriented environment
- Customer service orientation
- Produce accurate work in a timely manner
- Able to prioritize and efficiently handle multiple tasks within deadlines
- Deal positively with change
- Good judgment and common sense
- Must possess the character traits of honesty and integrity
- Handle sensitive information in a highly confidential manner.