



JOB TITLE: FP&A Analyst
REPORTS TO: Bill Becker, Controller
PREPARED BY: Doug Rath, HR Manager
APPROVED BY: Jon Ball, CFO

DATE: 2/6/19

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Job Summary:

Responsible for supporting the Controller with preparation of budgets and forecasts, monthly reporting and account analysis, and other analysis as required.

Deliverables:

Development, maintain and update of monthly variance reports, management & board reports and other standard reports. Investigation of and reporting on accounting variances. Development, maintain and update of budget and forecast files. Robust financial analyses as requested by management.

Job Duties:

- Develop, maintain and update forward looking budgets and forecasts for planning purposes.
- Coordinate annual budget and periodic forecast processes
- Prepare monthly management, board and other standard reporting packages, including variance analysis and explanations
- Other Ad-Hoc projects as assigned.

Education and Qualifications

- 4-year degree in accounting or finance, along with 2+ years of appropriate experience in public accounting and/or a manufacturing company preferred.
- Strong MS Excel skills and experience modeling financial statements
- Able to prioritize the work in multi-tasking environment.
- Able to meet tight deadlines and follow up on commitments.
- Excellent communication skills to effectively communicate to a diverse audience.
- Solid decision making skills and ability to exercise independent judgment.
- Experience with, or aptitude to learn, ERP systems