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# Example of Associate Director, Finance Job Description

Our company is looking to fill the role of associate director, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate director, finance

* Manage direct reports to effectively use their time and talents
* Understand monthly/quarterly actuals and key drivers of past performance and develop relevant and insightful reporting
* Perform insightful analysis around EVA (pricing, mix, PNOC, cost rate) including clear linkage to the P&L
* Prepare monthly update forecast for the upcoming quarter and for the full year
* Lead ongoing assessment of risks and opps and ensure appropriate contingencies are in place to address business risk profile
* Establish and maintain KPIs/ scorecard for business
* Lead financial development of the annual contract
* Lead efforts to improve / enhance efficiencies around profitability reporting and planning systems ensuring proper financial data is available and accurate to assist in business decisions
* Be responsible for financial planning, reporting and analytics
* Manage the information that comes together for forecast submissions

## Qualifications for associate director, finance

* Highly proficient computer skills required, including extensive use of Excel
* Ability to successfully navigate multi-system environment
* Previous FP&A experience
* Experience using enterprise financial systems including PeopleSoft, Hyperion Planning & Hyperion Essbase
* 7+ years of accounting, finance, and/or related business experience
* Demonstrated experience developing budgets and forecasts, performing variance and financial analysis, financial modeling, and P&L analysis and reporting