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# Example of Finance Support Job Description

Our company is searching for experienced candidates for the position of finance support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance support

* Participate in efforts for process standardization, short-term tactical improvements and longer term strategic initiatives
* Get Bonding for projects (Bid Bonds, Payment & Performance & Maintenance Bonds)
* Prepare project packages (insurance certificates, MSDS sheets, signed contracts, Bulletin Board packages for State projects)
* Prepare Subcontract Agreement packages for all projects and keep track of signed agreements
* Insurance certs, etc
* Prepare annual Subcontract Agreement packages for maintenance projects
* Export projects from HCSS into Viewpoint
* Enter project into Viewpoint (includes preparing credit request from owner, Project Transfer Sheet to Construction Managers, send prevailing rates to H/R for entry, project description report for Superintendents, and then enter project into Viewpoint)
* Enter projects into Libra Data
* Prepare subcontract payments, bond, and dues invoices with invoices and enter invoices into Accounts Payable in Viewpoint

## Qualifications for finance support

* Broad working knowledge of Sales, Marketing, Supply, & R&D processes and competitive product set
* Professional training and technical understanding of management accounting, financial analysis techniques and tools, and the financial planning process
* Understand the relationship between different cost drivers and classification within the P&L
* Ability to manage detailed information, understand complex processes and use relationships to achieve results
* Use of investment and business valuation skillset
* Bachelor's degree in Accounting, Finance or related financial field