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# Example of Planning Analysis Manager Job Description

Our growing company is looking for a planning analysis manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planning analysis manager

* Working closely with Accounting on the month end and quarter end close processes, including accruals, reconciliations
* Prepare and communicate corporate forecast submissions
* Contributing to audit support and ad hoc corporate reporting
* Preparing/creating performance reports for management
* Prepare budget vs
* Conduct formal monthly review meetings with manufacturing and finance management to discuss plant performance
* Development/refinement of local operational procedures and documentation of data flow
* Prepare and update (weekly, monthly, ad hoc) video ultimates based on box office and performance submit to WB Corporate
* Take full ownership and manage the FP&A responsibilities for DER, while staying closely coordinated with Sr
* Develop detailed financial models tracking product profitability and capital investment ROI

## Qualifications for planning analysis manager

* Must be strong in Excel and comfortable using SQL (or be willing to pick up SQL quickly)
* Easily establishes a rapport with others, builds effective business partnerships
* 5+ years in finance, sales analysis or related role
* Must have advanced knowledge on Excel and Powerpoint
* Must have ability to conceptualize, organize, and create complex business models from various inputs
* Proactive self-starter who has a strong desire to learn and take ownership of their work