



## Example of Finance & Accounting Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is searching for experienced candidates for the position of finance & accounting analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for finance & accounting analyst

- Ability to perform cost control function as needed for major and minor capital projects including but not limited to preparing monthly project status reports, ITC calculations, contingency analysis, change management, and leading project teams through predictive, effective project cost review meetings
- Ability to perform cost control as needed for major and minor capital projects including but not limited to preparing monthly project status reports, ITC calculations, contingency analysis, change management, and leading project teams through predictive, effective project cost review meetings
- Leadership role to manage, serve and oversee as point of contact/liaison for all financial processes related to designated contracts/responsibilities, including all cost allocations, indirect rate impacts, revenue and billing reconciliations
- Ensure effectiveness, accuracy and timeliness of forecasting, reporting, accruals, collections, and other financially related processes and systems on a weekly and monthly basis
- Ensure designated contracts comply with all SOX controls
- Must have good verbal and written communication skills to effectively explain financial scenarios to senior management teams sales and product teams
- May act as power user for assigned financial software application(s)
- Submit plant payroll and temporary workers' time and attendance for processing

the compilation methods

- Assemble and compile financial data and standard cost maintenance

### **Qualifications for finance & accounting analyst**

- Desired 6 months of experience
- Familiarity with electronic accounting packages
- JD Edwards and/or Investran knowledge preferred
- Cost accounting or manufacturing accounting experience preferred
- Ability prioritize and document work performed
- Candidates with working experience are encouraged to apply