



Example of Finance Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of finance specialist. 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 specialist

- Interviewing finance and business partners to understand what activities drive expenses to define how to allocate those expenses to create unit costs
- Prepare and/or process journal vouchers / reconciliations / reporting as required
- Work with Finance leadership to identify and document new and/or modified processes and controls to continuously drive process improvements and efficiencies
- Drive stat related projects ICFR, 34(a) automation
- Create functional requirements as input to application design while identifying the type of visualization that best suits
- Design innovative approaches to view and interact with data for analysis in Webi, Lumira, Office for Analysis, Hana Design Studio Dashboarding
- May need US hours support for 3-4 days during MEC
- Researches requested expenses and project trends for staff, division, business and center managers to ensure operation within budget guidelines
- Assists in performing variance analysis of actual versus planned data to identify areas where targeted projections are not being obtained
- Gathers and analyzes preliminary data for management team to help determine strategic direction for communicating information to the regions and districts

Qualifications for finance specialist

- Well versed in all MS office applications including Excel and Access
- Plant floor experience with manufacturing knowledge on productivity and cost management and/or experience in manufacturing environment, with strong focus on continuous improvement activities
- JKK/PDCA and/or FMDS courses completed
- Accredited four (4) year degree or global equivalent in applicable field of study and four (4) years of work-related experience or a combination of education and directly related experience equal to seven (7) years if non-degreed
- Basic proficiency with Microsoft Office EXCEL, WORD and ACCESS