



# Example of Financial Analyst Job Description

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Our company is growing rapidly and is looking for a financial analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial analyst

- Identify and diagnose data quality issues impacting forecasts and financial reporting
- Light data entry including the processing of Accounts Payables
- Support major financial initiatives, including the annual budget process and long range planning
- Support Senior Director in monthly reporting and reconciliations, ad-hoc reporting requests
- Assist Director of FP&A in preparing annual budget and quarterly forecasts for multiple divisions and brands
- Develop balance sheet and cash flow forecasting model and review results monthly in order to make continuous improvements to the model
- Participate in month-end close process including variance analysis of expenses and gross margin reconciliation
- Work with staff accountants during close process to ensure proper accruals are made
- Develop models to improve the efficiency and accuracy of expense forecasting
- Update monthly sales and allowance reporting

## Qualifications for financial analyst

- Minimum of three years in an Accounting or Finance environment required
- SAP or other ERP system experience preferred
- Proficiency with Microsoft Office 2010 in a Windows environment

- Graduation from an accredited college or university with a bachelor's degree in accounting or finance required
- Detail oriented, with a desire to understand every aspect of the business