



Example of Financial Analyst Job Description

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Our growing company is looking to fill the role of financial analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for financial analyst

- Preparation of monthly journal entries, account reconciliations, actuals vs
- Develop process enhancements to improve efficiency and accuracy
- Responsible for all weekly payroll data entry, reconciliation, new hire coordination, and recordkeeping for our freelance payroll system
- Responsible for Accounts Payable coordination with LA, including batching and coding of invoices, new vendor coordination, and sales tax compliance
- Assist with the monthly accounts receivable process, including billing, documentation requirements, and reconciliations
- Assist with month-end close process, and special projects as requested by departmental and executive management
- Coordinate with brands/regions in order to prepare variance analysis with explanations
- Maintain and run estimate reports and develop ad hoc reports upon request in a timely manner
- Compile and reconcile the monthly estimate presentation package for distribution
- Perform Foreign exchange impact analysis

Qualifications for financial analyst

- Technical spreadsheet applications experience, primarily Excel, required
- Must have advanced knowledge of Microsoft Excel
- Highly skilled in Excel, including pivot tables, macros and complex formulas in order to manipulate large amounts of data

- Can develop PowerPoint Presentations for senior management