



# Example of Financial Reporting & Analysis Job Description

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Our company is growing rapidly and is looking for a financial reporting & analysis. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for financial reporting & analysis

- Maintaining and enhancing financial models to calculate actual, budgeted, and fore casted share dilution for use in determining MI Earnings per Share
- Preparing account analyses and other summary schedules to support quarterly reporting and the external audit process
- Coordinate the preparation and review of quarterly reports to the Corporate Growth Committee and assist with the Internal Financial Forecast package which is used to prepare the quarterly presentation to the Board
- Managing any requests by Internal Audit to ensure compliance with Sarbanes Oxley, including maintaining and updating process documentation and participating in walk throughs with internal and external auditors
- Assist in a project to transition the cash flow forecast consolidation to Ess base
- Assist with the consolidation of actual cash flow and balance sheet reports as needed
- Support, enable and assess fact-based financial forecasts, month-end/quarter-end/year-end packages and all associated financial analysis with meaningful commentary and observations while ensuring timely completion for senior executives
- Facilitate cross-functional collaboration across the company and maintain strong relationships to assist in various reporting requirements while ensuring best practices and compliance to corporate standards and policies
- Provide support in the development and evaluation of capital

program/project rationale, solid business case metrics (ROI/ROA), well-thought-out cost details, strong project governance, operational efficiency opportunities (KPIs) and overall decision support

- Assist program owners in navigating business processes and policies such as the budget process, project evaluation/approval process, forecast process, procurement process, go-to-market process, project close process, and align all associated policies

### **Qualifications for financial reporting & analysis**

- Superior knowledge of Microsoft Excel and PowerPoint highly desired
- Experience in expense or management reporting is a must
- Prior experience in creation of financial and expense reports is a must
- Basic understanding of accounting & financial concepts
- Experience in preparing financial budgets and financial analysis
- Managing upwards communication (especially at the leadership level) is a must