



Example of Staff Financial Analyst Job Description

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Our innovative and growing company is looking to fill the role of staff financial 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 staff financial analyst

- Develop budgets, forecasts, business plans, cost estimates, variance analysis or other related financial reports and analysis for local organizations, often responsible for consolidating similar reports for a larger unit/organization, summarize regional or
- Perform post-implementation validation (e.g., accuracy, timeliness,) by validating balancing controls, reviewing content and structure and troubleshoot as needed
- Assisting Comptroller with preparing, analyzing, and managing an operating budget of approximately \$26 million during the course of a fiscal year
- Preparing reports showing actual revenues and expenses for the month and fiscal year-to-date versus budget
- Review the report and prepare an analysis explaining the root causes of the major variances to budget, and will also update the monthly forecast of revenues and expenses for each future month through the end of the fiscal year
- On a daily basis, the incumbent will track Accounts Receivable for fuel invoices and work order invoices for government agencies outside of ADOT and log/prepare customer payments for transmittal to the General Ledger group
- Support Enable's budgeting and forecasting processes, including gathering forecast inputs from across the organization, performing financial analysis and modeling, and preparing related forecast reports and presentations

- Serve as a resource for various groups regarding financial models and reporting systems developed by the Finance department
- Establish and maintain effective working relationships with key contacts within the functional area(s) supported

Qualifications for staff financial analyst

- Knowledge of Tableau, Power View, Power BI or similar BI Tools a plus
- Positive attitude towards people and work assignments, and collaborative work style
- Ability to analyze information, develop observations and present conclusions concisely
- Familiarity with various 3rd party accounting software applications a plus
- Minimum of two years of experience in Finance and Accounting is required
- Intermediate business knowledge