



Financial Planning & Analysis Manager Job Description

Employment Status: Full-Time	Classification: Exempt
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GENERAL SUMMARY: The position is accountable for the accounting and finance operations of the company, to include the production of ad-hoc strategic financial reports, maintenance of an adequate system of accounting records, SEC filings and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the company's reported financial results.

ESSENTIAL FUNCTIONS:

- Preparing financial reports, budgets, cost reports and financial forecasts on a regular basis
- Ensure that the consolidated financial records are accurate and maintained in accordance with generally accepted accounting standards
- Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
- Update and complete required SEC reporting and compliance
- Oversee daily operations of the accounting and finance department
- Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
- Direct and coordinate company financial planning and budget management functions
- Monitor and analyze monthly operating results against budget
- Coordinate and interact with external auditors
- Ensure that the decision makers in the firm understand the financial implications of the missions they set for their company in a specific period
- Approves finances to be used in specific projects by the company based on estimates made by the accounting department

SUPERVISORY RESPONSIBILITIES: This position may have supervisory responsibilities in the future.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. (The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Adjust priorities and manage time wisely in a fast-paced environment.
- Maintain documents and records pertaining to finance.
- Communicate in a clear, concise, understandable manner, and listen attentively to others, and understand material.
- Ability to travel as needed.
- Leadership and team building skills.
- Past management experience preferred.
- Computer skills.
- Negotiating skills and capacity.
- Highly efficient
- Has ability to set policies.
- Problem solving skills required.

EDUCATION AND/OR EXPERIENCE: Bachelors' degree in accounting, finance or business administration with 5-10 years relevant and progressive experience. MBA and or CPA are desirable.

LANGUAGE SKILLS: Work requires professional written and verbal communication and interpersonal skills.

MATHEMATICAL SKILLS: Ability to perform various financial analyses.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid driver's license.

OTHER SKILLS AND ABILITIES: Requires the ability to operate a variety of standard office equipment, such as a computer and keyboard, calculator, fax, photocopier, telephone, cell phone, etc. Requires proficiency with Microsoft Word, Excel, Outlook and PowerPoint.

PHYSICAL DEMANDS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to climb stairs, talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The noise level in the work environment is that found in a "normal office environment; noise levels during visits to other locations in the building may be moderate and occasionally loud. The employee occasionally performs work related to travel.

The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.