

**Job Title: Director-Financial Planning & Analysis Department: Accounting**

**Grade Level: E FLSA Status: Exempt**

**Reports to: Sr. Director-Controller Supervises:** **N/A**

**Purpose and Objectives:**

The Director-Financial Planning & Analysis should be detail-oriented and strategically minded. Responsibilities include assisting with financial planning and budgeting processes, analyzing financial statements and reports, developing financial models, preparing projections, and performing research and analysis as may be required by leadership. As director-financial planning & analysis, you will also be responsible for providing other staff with financial guidance and assisting with monthly close processes.

To be successful as director-financial planning & analysis, you should be able to perform a variety of financial activities including planning, analysis, budgeting, and reporting. You should also have strong analytical, organizational, leadership and problem-solving skills and be able to present financial information and models in a concise and easily comprehensible manner.

As director-financial planning & analysis, you hold a crucial role in the firm’s decision-making. It is based on these numbers that other actions of the firms rely on. Hence, you will be required to be very accurate and thorough with what you present. Every insight needs to have proper explanations.

## **Duties/Responsibilities:**

* Developing financial projections and building financial models.
* Lead with annual planning and forecasting process.
* Managing capital appropriation and planning process.
* Reviewing and analyzing financial statements and reports to understand trends, opportunities, and hazards.
* Developing KPIs and preparing financial reports to analyze performance at the SKU, customer, business unit or other level.
* Assisting with monthly close processes including sales and COGS summaries, expense review and overall review.
* Managing corporate non-employee benefit insurance program, including property, general liability, auto, workers’ compensation and other coverages.
* Assisting sales and marketing staff with P&L templates and preparation.
* Assisting with monthly, quarterly, and annual accounting tasks as requested. Examples include monthly closing, quarterly bank meetings and 401k meetings, annual financial audit, annual 401k audit and annual insurance audits (workers’ compensation and general liability).
* Assisting staff with financial guidance and support for business decisions, planning and forecasting.
* Understanding key business drivers.
* Performing research and analysis as required.
* Ensuring compliance with financial guidelines, company policies, and relevant legal regulations.
* Performing other duties as assigned.

## **Required Skills/Abilities:**

* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Strong interpersonal, written, and oral communication skills.
* Thorough understanding of generally accepted accounting principles (GAAP).
* Thorough understanding of generally accepted auditing standards.
* Thorough understanding of project management.
* Proficient with Microsoft Office Suite or related software.
* Proficient with Infor Cloudsuite Industrial-Syteline ERP system or equivalent ERP system.

## **Education and Experience:**

* Bachelor’s degree in Finance, Accounting, Finance, or related field required
* Ten + years of professional experience in financial planning, analysis, and modeling.
* Ability to present financial information to a non-financial audience.
* Working knowledge of financial strategies.
* Strong organizational and multitasking skills.
* Strong analytical thinking and problem-solving skills
* Excellent communication, interpersonal, and presentation skills.
* Detail-oriented and able to perform in a high-pressure environment.
* Must understand and utilize reporting systems to develop reports and models for presenting financial information
* Proficiency in Microsoft Office suite of products and INFOR Cloudsuite Industrial-Syteline or similar ERP financial system.

## **Physical Requirements:**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift to 15 pounds at times.

**Key Performance Indicators**

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### *LIMITATIONS AND DISCLAIMER*

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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CURRENT INCUMBENT(S): N/A DATE LAST MODIFIED: 5/23/2022