



## Financial Analyst Job Description

*Company Logo*

## **JOB OPENING - FINANCIAL ANALYST**

Company is seeking an entry-level financial analyst who has a strong desire to participate in our company's rapid growth. The person selected for this position will be part of a highly capable financial department. There are opportunities for development and growth within the role and potential for career advancement. Ongoing job responsibilities will include day-to-day accounting, financial analysis, budgeting, and planning, and creation and presentation of financial statements and reports.

**Duration:** Permanent

**Location:** Company Headquarters, New York, NY

**Department:** Finance

**Salary Range:** Negotiable, depending upon level of experience  
We offer above-industry-average compensation

**Availability:** Full-Time

**Start Date:** Immediately

**TO APPLY:** Submit resume/CV online at xxx.com

Or **mail** to:

Company  
Attn: Harrison Caulfield, Finance Dept Manager  
P.O. Box 777  
New York, NY 77777

## **JOB RESPONSIBILITIES:**

- Assist Finance Department Manager in monitoring and analyzing financial accounts on a monthly, quarterly, and annual basis
- Create financial models to analyze trends, make financial projections, and assess financial risks
- Review and monitor annual budget; prepare quarterly budget review reports
- Help develop standardized financial management and reporting tools; create internal control systems to ensure good financial management and enable early detection of fraud or errors
- Produce financial reports for management, as needed or requested, including income statements, cash flow statements, and balance sheets
- Present financial models and reports to management on major financial issues/risks



## **REQUIRED SKILLS:**

- Accounting skills, including knowledge of accounting principles, standards and techniques, cost analysis and reduction, cash flow management
- Basic knowledge of accounting programs
- Strong financial planning, organizational, and analytical skills
- Fluent with financial planning software programs, such as Excel, SQL, QuickBooks; ability to prepare financial statements and create financial models for budgeting and risk analysis
- Good problem-solving skills
- Good interpersonal and communication skills; ability to make clear, persuasive presentations to management, clients, or other stakeholders
- Ability to recognize potential financial problems, engage in strategic planning and analysis of financial resources, markets, and products, assist management in making sound, profitable financial decisions

## **QUALIFICATIONS & EXPERIENCE**

- Bachelor's Degree in accounting, finance, business, business administration, or equivalent
- Minimum of two years of related work experience
- Financial analysis and financial modeling experience (preferred)
- Experience in preparing standard financial statements (preferred)
- Professional certification, such as Certified Public Accountant (CPA) designation preferred; will consider applicants currently working toward achieving professional certification