



Financial Analyst

Date:	January 31, 2018	Job Family:	Professional
Department:	Accounting	Job Group:	Office
Reports to:	Manager of Accounting	OT Status:	Exempt
Location:	Monticello, MN	Relocation Available:	No
Openings:	Full Time		

Job Summary

Conducts cost audits and analysis of business activities while providing general accounting support and working with all levels of operations. The Financial Analyst should strive for most effective self-service experience possible and will participate in various project teams to support improvement efforts

Essential Functions

The primary duties and responsibilities of the Financial Analyst consist of but are not limited to:

- Perform job closing tasks and job adjustments as necessary
- Analyze job costs against standard cost research and explain variances.
- Prepares, maintains and reviews standard cost including new products and engineering changes
- Work closely with all levels of manufacturing to provide data analysis and support while ensuring manufacturing transactions are being entered accurately into the ERP system.
- Prepare, evaluate, and maintain machine costing rates
- Assist Accounting Management by maintaining company performance spreadsheets
- Provide ad hoc analysis and prepare reports using spreadsheets or databases
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Assist with month end processes
- Other tasks as assigned

Qualifications

- High school graduate or equivalent
- Bachelor's Degree in finance or related field preferred with 2 years' experience in accounting in a manufacturing environment or equivalent combination of education and experience.
- Database query relationship and report writing experience preferred
- ERP systems experience preferred

Accountabilities

- Ensure data pulled for analysis is correct and applicable to subject under review
- Ensure calculations applied to data for analysis are accurate
- Understand cost accounting system and processes to determine effects on cost

Competencies

- Comfortable working with sensitive and confidential information
- Working knowledge of accounting and understanding of the general ledger accounts
- Intermediate to advanced Skills in Word and Excel
- Excellent interpersonal and communication skills with exceptional problem solving
- Must be able to work well both independently and in a team environment
- Must be able to work on multiple projects while maintaining a high level of detail and accuracy
- Good organizational and time management skills

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