



## JOB DESCRIPTION

**JOB TITLE:** Financial Analyst

<b>JOB CODE:</b>		<b>EXEMPT/NON-EXEMPT:</b>	<b>Non-Exempt</b>
<b>REPORTS TO:</b>	<b>Controller</b>	<b>DEPT.:</b>	<b>Finance</b>
<b>DEPT. APPROVAL:</b>	<b>Controller</b>	<b>DATE:</b>	<b>06/18/20</b>
<b>MANAGER LEVEL:</b>		<b>EEO CODE:</b>	

### BRIEF POSITION SUMMARY:

Under direction of the Controller, collects, synthesizes and reports upon financial information to management.

### DUTIES and RESPONSIBILITIES:

- Develops, refines and maintains financial models including payroll and pricing
- Assists with Monthly Close including creation and posting of Journal Entries, Reconciliations, etc.
- Cross trains with Accounting Assistant to provide back up for Accounts Payable, Credit Card Processing and Accounts Receivable
- Compiles weekly and monthly reports for Senior Management
- Assists with Budget Compilation and Periodic Reporting
- Interacts critically with Standard Operating Procedures and recommends improvements
- Uses their strong Excel skills, including Pivot Tables, Charts, Filters, etc. to summarize information and help non-financial employees better do their jobs
- Embraces a broader role than a traditional Financial Analyst – will partner with Supply Chain, Pricing, Contracts, Engineering, Business Development and Factory Operations
- Protects company, employees, customers and suppliers with a high degree of confidentiality
- The company reserves the right to add or change duties at any time.
- Ability to obtain and maintain a U.S. Security Clearance at the appropriate level (requires U.S. Citizenship).

### EDUCATION, EXPERIENCE & QUALIFICATIONS:

- AA degree in Accounting, Finance or Business Administration or equivalent experience; BA or MBA preferred

- Must have a minimum of two years Finance/Accounting experience, aerospace industry experience preferred
- Embodies a “can-do” attitude that looks at challenges as a way to improve
- Communicates accurately and succinctly, whether oral or written
- Cost Accounting Experience including cost pools and government contract pricing
- General knowledge of FAR and CAS regulations and Government Contracts
- Candidate may need DoD security clearance in the future (requires U.S. Citizenship), preference given to candidates already possessing security clearance
- Working knowledge of QuickBooks and ADP Workforce Now

#### **PHYSICAL REQUIREMENTS:**

- Must be able to sit/stand for extended periods-8 hours minimum.
- Must be able to stoop, kneel, climb, bend and be able to reach overhead and below the shoulder.
- Continuous use of both hands; including grasping; pulling and pushing.
- May be exposed to high-level noise, dust, vibration and chemical fumes (within OSHA limits).