Financial Planning and Reporting Analyst

Position Summary:
In this position, you will be responsible for financial planning, reporting, and analytical functions and activities as assigned at corporate and divisional levels including forecasting, budgeting, strategic planning and ad hoc analysis. You will also be responsible for recommending, implementing and maintaining appropriate financial and administrative systems and processes at the corporate level.

Primary Duties and Responsibilities:

Lead assigned forecasting, budgeting, reporting and financial strategic planning.

- Timely and accurate financial reporting to corporate and division management, shareholders, lenders, and auditors as assigned.
- Maintain detailed financial statement forecasts for appropriate periods and scenarios, and to support supplemental forecasting of cash, foreign earning, tax positions, and similar items.
- Monthly business performance review and quarterly board meeting presentation preparation and coordination with functional and executive management including business unit financial performance schedules and tables, performance and ad hoc analysis.
- Data compilation, coordination and reporting of annual 5-year strategic planning process including final board presentation.
- Lead the division budgeting process. Establish and communicate budget timeline, guidelines and assist with compliance. Assist CFO and VP Finance in establishing targets. Timely preparation and delivery of supporting schedules in format compliant with company requirements. Delivery of management budgets. Coordinate with accounting group to ensure proper upload into all reporting systems and compile documentation.
- Ensure compliance with USGAAP, corporate policies, and local and statutory accounting standards, maintain and where necessary strengthen internal controls.
- Lead/participate in modeling of investment analyses such as make v. buy, capex, and restructuring.
- Create processes to validate data systems for accuracy, maintain data tables as needed.

Provide financial and accounting management.

- Deliver timely, meaningful, comprehensive and accurate financial reports.
- Includes routine interaction with the Corporate Controller and ad hoc supplemental schedules.
- Assist non-US entity staff in timely and accurate compliance, reporting, and local business support.
• Recommend, implement and maintain appropriate financial and administrative systems and processes throughout the US and foreign subsidiary operating companies.

Assist in corporate treasury function.
• Preparation of cash forecasts and projections, excess cash flow, and working capital requirements.
• Ensure that the Company’s management principles, policies and programs are consistently practiced.

Other duties as assigned.

Education/Experience Requirements:
• Bachelor’s Degree in Accounting or Finance, required. (MBA is a plus.)
• 7+ years of related experience, required.
• Knowledge and experience with FASB/IFRS and regulations, and reporting compliance, required.
• Strong accounting and financial background, required. (Multi-national manufacturing business preferred.)
• General working knowledge of relational database structuring, required.

Skills and Competencies:
• Effective analytics, presentation and communication skills, written and verbal ensuring relevant facts are disclosed and related discussion focuses on business imperatives, not just the numbers.
• Strong work ethic, team player.
• Advanced PC skills, particularly Excel, PowerPoint, and MS query.
• Leadership evidenced by high level of integrity, clear understanding of the business, demonstrated attitude to put the customer first, and team oriented.
• High energy level, quick to act, comfortable meeting stringent deadlines.
• Strong analytical and deductive reasoning capabilities to anticipate and identify problems, to analyze variances, provide concise descriptive drivers that impacted performance and/or will affect future performance, and develop timely action plans to achieve operating goals.
• Organized and able to quickly extract data and provide information for fact-based decision making.
• Ability to effectively communicate and interface with cross-functional executives and managers.
• Readily voices fact based opinions even if a minority view, escalate issues and ideas, and able to positively manage conflict. Willingly challenge others on alternative solutions / courses of actions.
• Pursue compliance activities, effectively communicates and upholds company guidelines and policies.
• Participative management style, advocates team concept, well-developed interpersonal skills. Ability to get along well with diverse personalities, tactful, mature, flexible evidenced by frequent and routing participation in non-finance meetings and projects including but not limited to kaizen events, lean operations cell team meetings, customer or vendor meetings, and other cross functional events.
• Actively process improvements to enhance efficiency, lower costs, and improve controls.
• Results and profit-oriented with the ability to balance other business considerations.

Special Challenges:
• Teamwork, speed and continuous improvement are key qualities.
• Active participation with and decision support to the executive management team is highly valued.
• Must have the self-confidence and factual analyses to voice unpopular and /or alternative notions.
• This position has a fair degree of latitude to select new/alternative course of actions to solve challenges. Sources of support include the management team plus efforts from division & corporate staff and experienced persons in other business units.
• Flexibility in work schedule to meet deadlines and participate directly with non-US staff and others.

Organizational Framework:
• This position reports to the VP of Finance.
• This position has no direct reports.
• Advises, consults and coordinates with:
  o Functional executives, managers within the business units
  o Executive leadership team, vice presidents and directors of functional areas, and equivalents
  o External auditors, consultants and professional services providers
  o Customers and Vendors
  o Corporate accounting and treasury staff
  o Division and business unit controllers and staff
  o Others as required

Physical Requirements/Working Environment:
• Extended time on a computer – repetitive motion.

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