



Job Title: Finance Analyst

Department: Finance

Reports To: Chief Financial Officer

Last Update: 1/2023

JOB SUMMARY

Josselyn is seeking an entry-level/junior finance 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, models and reports.

ESSENTIAL RESPONSIBILITIES AND METRICS

- Produce financial reports for management monthly, quarterly and as needed or requested, included income statements, cash flow statements, and balance sheets
- Review and monitor annual budget; prepare quarterly budget review reports
- Tracking/metrics duties (Monthly reporting and tracking against financial targets)
- Create financial models to analyze trends, make financial projections, and assess financial risks
- Present financial models and reports to management on major financial issues / risks
- Design, maintain and deliver ad hoc reports and financial models
- Help develop standardized financial management and reporting tools
- Work with CFO to develop and maintain cash flow models

JOSSELYN BEHAVIORAL COMPETENCIES

- **Communication:** Conveys messages clearly, effectively, and concisely both verbally and in writing; listens carefully; uses appropriate language, tone, and style
- **Team Player:** Works collaboratively and respectfully with team members; builds constructive relationships across departments; values differences

- **Dependable:** Demonstrates reliability, accountability, and dependability; can be counted on to do what he or she says will be done; is trustworthy
- **Adapts to Change:** Able to change actions, course and/or approach to doing things to suit a new situation; has flexibility to change; is adaptable
- **Leadership (for supervisory positions):** Establishes vision and direction for his or her staff; manages staff and resources to meet goals; is approachable and fosters a climate of respect; provides coaching, feedback and corrective action when needed

QUALIFICATIONS

- Strong computer knowledge and skills, including in-depth expert knowledge of spreadsheet, database and word processing
- Ability to create financial models for budgeting and risk analysis
- Excel power user (pivot tables, v-lookups, advanced IF statements)
- Good interpersonal and communication skills
- Strong organizational skills with the ability to multi-task while under pressure.
- Strong analytical skills, work ethic, independence, problem-solving ability, effective communication skills, and overall positive attitude
- Project management skills a plus!
- Bachelor's Degree in accounting, finance, business, business administration, or equivalent preferred. Will consider other degrees based on strength of analytical and other skills.
- 0-2 two years of related work experience
- Financial analysis and financial modeling experience a plus
- Experience in preparing standard financial statements a plus
- Knowledge of accounting systems a plus (QuickBooks, NetSuite, Sage, etc.)