



Vertical Bridge Job Description

Job Title:	Financial Analyst	Date:	02/17/23
Department:	Finance	Location:	Boca Raton
Reports To:	Finance Manager	FLSA Status:	Exempt

Summary:

The Financial Analyst contributes to the analysis and interpretation of financial results for the Company. This position will provide financial analysis of budgets, forecasts, and results.

Job Functions:

1. Prepare month-end financial reports, construct financial projections, and recast financial statements, provide variance analysis, research financial irregularities, and use the analysis to develop meaningful financial reporting
2. Create accurate reports, analyses, financial models to examine key needs, variances, and opportunities on behalf of management and other internal customers
3. Develop, prepare, and present specialized reports, forecasts, profitability analysis and complex financial models
4. Support the annual budget process including creation of financial models and budget presentation and explanation
5. Assist in the preparation of financial plans and analysis of consolidated trends
6. Prepare monthly covenant reporting for financial institutions
7. Perform market-specific economic research to identify major business trends and analyze issues impacting company financial and operational performance

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours, including weekends.

Education and Experience:

1. Four-year degree preferably in Accounting or Finance required
2. Two to three years of accounting and financial planning and analysis experience required, preferably in related industry such as real estate, leasing, or telecommunications
3. Knowledge of general accounting principles/process, including account ledgers, accruals and journal entries that affect the business P&L reporting
4. Experience with NetSuite, Hyperion Planning, or similar accounting system
5. Advanced user of Excel and proficient with other MS Office suite products
6. Strong working knowledge of financial modeling and forecasting as well as business intelligence solutions - data warehouse, cubes, software
7. Strong analytical skills and comfortable with large, complex data sets
8. Ability to work in fast-paced, high-growth changing environment

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