



## FINANCIAL ANALYST II

<b>Position Title</b>	Financial Analyst II
<b>Reports to</b>	CFO
<b>Overall Responsibilities</b>	Coordination and completion of monthly operational reporting, analysis, and presentations to management. Complete analytical business improvement projects and present to management. Provide input and suggestions on areas to analyze and focus to improve business results. Active role in monthly forecasting and annual planning process. Assist organization in accounting related projects as needed.
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responsible for coordinating and completing monthly operational reporting and PowerPoint presentations to management</li> <li><input type="checkbox"/> Responsible for analyzing and understanding monthly results including profitability, balance sheet, cash flow, and key performance metrics</li> <li><input type="checkbox"/> Provide ad hoc analytical and project support to the organization</li> <li><input type="checkbox"/> Support monthly forecasting and annual planning process</li> <li><input type="checkbox"/> Support Accounting team as needed</li> <li><input type="checkbox"/> Identify inefficient procedures and suggest possible improvements to the current accounting and financial reporting processes</li> <li><input type="checkbox"/> Maintain controls and position backup procedures by preparing and recommending policies and procedures</li> <li><input type="checkbox"/> Maintain customer confidence and protect operations by keeping financial information confidential</li> <li><input type="checkbox"/> Develop and maintain Microsoft Excel spreadsheet models, as needed, using advanced Excel features (i.e. macros, pivot tables, v-lookup, etc.)</li> <li><input type="checkbox"/> Other duties as assigned</li> </ul>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum BS degree in Accounting with 2-5 years' professional experience</li> <li><input type="checkbox"/> CPA a plus</li> <li><input type="checkbox"/> Strong Microsoft Office experience – Excel, Word, PowerPoint, and Outlook; experience in advanced Excel features a must</li> <li><input type="checkbox"/> This role requires the demonstrated ability to apply technical accounting, financial analysis and time management skills in order to achieve established goals and meet recognized deadlines</li> <li><input type="checkbox"/> Continuous improvement experience in a LEAN setting a plus</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to build and maintain good relationships cross functionally throughout Milk Source to both provide support and obtain information needed to fulfill the Finance Team vision.</li> <li><input type="checkbox"/> Strong planning and organizational skills with an ability to manage several diverse projects simultaneously, effectively and efficiently.</li> <li><input type="checkbox"/> Ability to resolve complex problems positively and professionally in a fast-paced environment</li> <li><input type="checkbox"/> Attention to detail, including quality and information monitoring</li> <li><input type="checkbox"/> Strong analytical agility, problem solving and decision-making skills</li> <li><input type="checkbox"/> Excellent oral and written communication skills</li> <li><input type="checkbox"/> Ability to facilitate and manage change</li> <li><input type="checkbox"/> Results driven; strong initiative and commitment to achieve results that support organizational objectives through creativity and innovation</li> <li><input type="checkbox"/> Maintain strict confidentiality</li> </ul>