

**JOB TITLE: Sr. Financial Analyst**  
**CLASSIFICATION: Full-time, Exempt**  
**REPORTS TO: Chief Financial Officer**

**JOB DESCRIPTION:**

The Sr. Financial Analyst has primary responsibility for analyzing financial data for the company including the income statement, project cost reports, contract and change order schedules and benefit programs. The Sr. Financial Analyst is a backup for Controller and HR Manager and performs a variety of accounting duties and produces other financial reports as requested.

**EDUCATION:**

Bachelor's degree is required. A Certified Public Accountant or Certified Management Accountant certificate is preferred.

**EXPERIENCE:**

Minimum of 3 years of experience in a public accounting or business setting

**LICENSES:**

CPA or CMA license is preferred

**SUPERVISORY RESPONSIBILITIES:**

None

**COMPENSATION & BENEFIT RANGE:**

\$80,000 - \$120,000 - Dependent on Experience

**MINIMUM COMPANY QUALIFICATIONS** include the following:

1. Values – Embraces and displays Excel's values of Honesty, Integrity and Professionalism in all aspects of daily business activities. Consistently pursues Perfect Plans, Satisfied Clients, Employee Cooperation and Project Profitability.
2. Attitude and Commitment - Maintains a positive attitude and professional demeanor with all staff and serves as a positive role model. Presents a can-do spirit. Displays and exercises a commitment to Excel policies commensurate with that of an owner.
3. Communication Skills - Demonstrates the ability to effectively communicate with employees, clients and consultants using verbal, written and interpersonal skills. Shares information and ideas with others and has good listening skills.
4. Dependability - Has gained the trust of clients, employees, and supervisor to produce work within a given schedule using Excel's adopted procedure. Able to organize workflow, set priorities, effectively manage one's own time and able to solve practical problems. Arrives to work on time and is willing to take on extra work when circumstances arise.
5. Computer Proficiency - Possess a solid understanding of Excel's chosen computer software programs relevant to his/her department and position.

**SPECIFIC DEPARTMENTAL DUTIES & RESPONSIBILITIES** Performs the following task:

1. Complete reconciliation of all general ledger balance sheet accounts assuring accurate preparation of monthly financial statements.
2. Work with external accountants to produce compilation report
3. Review job cost reports and contract and change order schedules for:
  - a. accuracy and investigate potential reporting errors
  - b. potential losses and forwards to CFO or President for further investigation

4. Maintain fixed asset schedules that are reconciled to general ledger monthly
5. Complete state franchise tax returns
6. Complete Bank Reconciliation
7. Assist with legal matters as directed by President and maintains log of expenses paid for claims subject to E&O insurance deductible
8. Perform financial analysis of all Benefit programs in conjunction with HR Manager and prepares Wage Calculators for Annual Review and Annual Benefit Statements for Employees
9. Serve as back up to HR Manager for certain HR tasks
10. Reconcile 401k quarterly contributions and completes year end census report for 401k plan
11. Prepare require information for 401k Audit and ensure timely filing of 5500 for 401k
12. Review all Business insurance proposals and responsible for proper insurance level on Excel's assets
13. Assist CFO with collection efforts on delinquent accounts.
14. Prepare all PM bonus calculations for President's approval.
15. Complete all analysis requested by the CFO and President
16. Assist CFO and IT department with business process improvement initiatives
17. Serve as a backup for the Controller in performing the following functions:
  - a. Prepare and process bi-weekly payroll including 401k file for submission, payment of payroll taxes, process child support and garnishments and transmission of electronic file for direct deposit.
  - b. Prepare weekly, monthly quarterly and yearly tax filings including W2's, 941's SUTA and FUTA.
  - c. Process daily weekly and monthly all job cost charges including mileage, plan cost, ups charges, consultant invoices and other project cost.
  - d. Enter contracts and change orders into job costing system weekly.
  - e. Process monthly billing for all Project Managers and reconcile all invoices to general ledger to assure 100% accuracy and maintains a project billing file with all related information.
  - f. Process accounts payable timely so vendor payment terms are met.

**JOB SPECIFIC QUALIFICATIONS** include the following:

1. Possess written (including email) and verbal communication skills
2. Possess a professional telephone manner and a strong willingness to provide service.
3. Demonstrated maturity and ability to perform well under stress.
4. Ability to work comfortably with a wide variety of staff members and outside associates.
5. Organize workflow, set priorities, effectively manages one's own time, and willingly serve others.
6. Possess a strong responsibility to confidentiality

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