



Job Title: Financial Analyst

Department: Finance

Location: Bridgeport, IL

Summary:

Under general direction, conducts and documents moderate to complex financial, economic, and statistical analysis. Aids in reporting requirements to the board of directors and management. Develops and monitors financial plans in conformance with corporate objectives and long-term planning. Assist in the analysis of potential acquisitions and divestitures, financing alternatives, and capital appropriation opportunities.

Education/Qualifications:

1. Bachelors degree in Accounting or similar discipline.
2. Knowledge of Generally Accepted Accounting Principles.
3. 3-5 years related experience.

Requirements/Skills:

1. Experience in writing reports at the executive level – financial, strategic, and business planning.
2. Advanced experience using Microsoft excel and MS applications including other database.
3. Experience in the manipulation and analysis of statistical data from large computerized information.
4. Strong interpersonal relationship skills in communicating with all levels of staff.
5. Superior verbal and written communications skills.
6. Ability to accurately analyze and manipulate high volumes of data within specific timeframes.

Job Duties and Responsibilities:

- Assists in the analysis of financial data and extracts and defines relevant information.
- Interprets data for the purpose of determining past financial performance and/or to project a financial probability.
- Reviews costs and performs cost benefit analysis related to projects and/or programs.
- Performs statistical, cost, and financial analysis of data reported in the various financial.
- Develops financial reports for forecasting, trending, and results analysis.
- Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles.
- Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.