



POSITION DESCRIPTION

POSITION: Senior Financial Analyst
LOCATION: BRAMPTON
DATE: APRIL 2021

PRIMARY PURPOSE AND FUNCTION:

The senior is responsible for forecasting models and cost accounting processes, ensuring our financial planning is healthy and profitable and aligns with business objectives.

QUALIFICATIONS:

- Minimum 3 years previous progressive experience in a finance/accounting environment within a manufacturing and/or distribution organization
- Experience with Power BI required, Microsoft Nav would be an asset
- Working knowledge or SQL Structured Query Language
- Understanding of best practices and the ETL Extract Transform Load process for building efficient BI databases
- Bilingual (English & French) would be an asset
- Strong knowledge and understanding of cost accounting, budgeting, forecasting, and financial analysis
- Proficient in MS Office including Word and Excel
- Accounting designation (CPA)
- Ability to work and communicate with others
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Knowledge/Skills: The position of Senior Financial Analyst requires a thorough understanding of cost accounting in a manufacturing facility. The analyst will be the primary administrator for Power BI. The incumbent must have strong skills in Microsoft Office (excel) with strong attention to detail, ability to an understanding of business operations is required.

Communication Skills: The incumbent must possess strong oral and written communication skills to communicate with a wide range of people (senior management, sales team). Written skills are necessary to produce reports and financial commentary. Strong oral skills are necessary to communicate with other departments on findings and reports.

MAJOR RESPONSIBILITIES OF THE POSITION:

Responsibilities:

- Work closely with business partners within the company to understand and design dashboards to meet their analytical requirements, including identifying critical metrics
- Build the tools, reports, dashboards, and scorecards that deliver and process vital data to partners in the business
- Prepare and develop reports, presentations, and various materials for discussion at the executive level in power BI including the monthly reporting package

- Assist with quarterly and annual forecasts and budgets
- Provide assistance in preparing costing analysis for new products or new customers, review existing pricing models and provide recommendations
- Maintain in-depth knowledge of all primary data sources for data used within the business and the ability to use these data sources for reporting purposes effectively
- Lead special projects and ad hoc analyzes as needed
- Assist with quarterly and annual forecasts and budgets
- Provide input and analysis for monthly reporting packages

Education and Experience Requirements:

- Relevant university education
- Experience in the manufacturing sector, an asset
- A minimum of 2 years of relevant experience with reporting tools (PowerBI)
- Sense of responsibility, organization, and priorities
- Possesses an analytical mind and a great aptitude in problem-solving
- Oriented towards the achievement of results
- Meeting the expectations and requirements of internal and external clients
- Providing individuals with timely information so that they can make accurate decisions

NATURE AND SCOPE OF POSITION:

The Senior Financial Analyst position has no direct reports but oversees systems and reports within Power BI. The position reports directly to the VP of Finance. This position also receives direction from and provides direction to management at all locations.

The incumbent interacts with all levels of the organization, including but not limited to the senior management team, sales, and marketing team, and operations to provide recommendations and information on an area of expertise.

Thinking challenges and problem-solving would typically be diverse but covered by established practice. Decisions made would generally impact the company in the short term.

The position has general freedom to take action within the parameters of the job. Operational decisions are within the control of the job to provide information to others for the decision-making process.

WORKING CONDITIONS:

Physical Effort: The Senior Financial Analyst performs most tasks in a seated position with occasional opportunity to move around. Considerable time is spent working at a PC.

Working Conditions: A majority of the time is spent in an office environment with minimal exposure to uncomfortable physical factors or risk of illness.