



Job Title: Budget & Financial Analyst
Department: Finance
Division: G&A
Reports To: Treasurer – Treasury and Planning
FLSA Status: Exempt - Salary

SUMMARY

This position is responsible for the initial preparation of various reports used by management to evaluate the performance of the Company. This position will work closely with the Treasurer – Treasury and Planning in formulating and publishing reports, analyses and key performance indicators (KPIs). This position will also need to work closely with accounting and various department personnel to gather data and knowledge of changes within the operating environment, both internal and external. Obtaining an understanding of Parker Ranch's various businesses and translating it into financial measures will be key to the success of Financial Planning Analysis & Reporting.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following.

- Assist with review of financial statements; research budget vs actual variances, working closely with accounting and department managers as necessary to be able to explain and validate variances.
- Prepare forecast schedules to be used for discussion with Treasurer - Treasury & Planning and department managers. Update forecast within the financial analysis system based on discussion results and publish revised forecast.
- Assist with the preparation of quarterly operating reports, forecasts and management reports, including narrative and analyses to complement the reporting package.
- Assist with the coordination of the budgeting and forecasting processes, including project timeline and management and evaluating assumptions and inputs by comparing historical trends, performing recalculations, preparing analyses and any other appropriate benchmark measures as appropriate.
- Maintain budget, forecast and dashboard information and reports in the accounting and financial analysis systems, including writing new reports and revising existing reports as necessary.
- Evaluate the data integrity of accounting information used for analyses and reporting. This may include performing an internal audit function where certain test of controls are performed and documented.
- Identify opportunities to improve accounting and reporting processes and provide recommendations as appropriate.
- Assist with establishing and maintaining information for the KPIs defined in the balanced Scorecard and publish related dashboards.
- Serve as a back-up to the Treasurer - Treasury & Planning and possibly certain accounting positions.
- Assist with the development, maintenance and distribution of ad-hoc reports and financial models as needed.
- Assist in month- and year-end close activities as requested, including preparing analyses, gathering data.
- Act as another point of contact for field personnel to assist with financial analysis related questions.
- Perform special projects for Treasurer - Treasury & Planning, CEO or other management team members as requested.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports but will have responsibility for coaching and mentoring others within the organization.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

CERTIFICATES, LICENSES/REGISTRATIONS, or TRAINING

Professional certifications (CPA, CMA, etc.) preferred.

EDUCATION and EXPERIENCE

Bachelor's Degree in Accounting, Business, Finance or related field; minimum 5 years' experience in all aspects of accounting and reporting experience and/or equivalent education and experience. Experience in financial planning/analytics preferred.

COMPUTER and SOFTWARE REQUIREMENTS

Proficient in Microsoft Office with strong knowledge of Excel. Parker Ranch currently utilizes the QuickBooks Accounting System and Adaptive Planning for financial reporting. Experience with these systems is desired.

OTHER QUALIFICATIONS

- Solid foundation in GAAP accounting, accrual-based financials, and accounting procedures and internal controls.
- Ability to interpret and analyze financial results and translate them into actionable recommendations.
- Strong process analysis skills with an emphasis on problem-solving.
- Experience utilizing ERP Systems and reporting databases.
- Thorough knowledge of business cycles and interaction between processes.
- Strong organizational skills and the ability to meet deadlines within a fast-paced environment.
- Reputation of integrity, accuracy, attention to detail and keeping managers updated.
- Strong verbal and written communication skills.
- Ability to effectively interact and build relationships across organizational boundaries.
- Self-starter who works well within a team environment

COMMUNICATION AND PRESENTATION SKILLS

Ability to analyze and interpret general business periodicals, professional journals or governmental regulations and communicate them to management. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effective communicator who can persuade others and overcome objections while working in a team setting.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT and PHYSICAL DEMANDS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions; fumes or airborne particles