

**Position Profile:**

This position provides direct support to business stake holders through the analysis of sales data, budgeting and forecasting support, and monitoring of business trends and performance. The analyst plays an important role monitoring real-time business issues, interpreting data and helping to identify and develop action plans to address key issues and/or take advantage of incremental opportunities. The Finance Manager provides leadership through the management of a team of analysts.

**Work Responsibilities:**

- Act as liaison between finance and business departments
- Coach, lead and develop a team three analysts
- Analyze and interpret sales, purchasing, inventory, accounting and other business data to provide trends, opportunities, and practical insights. Make recommendations based on your findings.
- Development of financial models and preparation of timely analytics
- Analyze and assist in the review of the monthly financial results and product profitability
- Assist in developing the annual plan and functional budgets
- Collaborate with management with budget responsibility to ensure the understanding of financial and business processes and related implications
- Develop scenarios and models for pricing and product profitability analysis
- Identify cost saving opportunities and challenge management team members to do the same
- Constantly monitor performance to forecast and inform appropriate parties of significant variance
- Generate recurring and ad hoc reports using repeatable database methodologies
- Support the business with special projects, ad hoc reporting and process improvements

**Staff Management:**

- Effectively manage a multi-locational team under a fast pace and constantly changing circumstances.
- Proactively recruit, screen, and select candidates for current and future resource requirements.
- Ensure each employee has a clear and thorough understanding of their role and responsibilities. Collaborate with human resources to keep job descriptions current for each position.
- Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
- Ensure department structure and budgeted hiring plans are appropriate for performance and productivity levels required.
- Utilize the company's performance management program as designed to align individual performance to overall performance objectives. Meet all completion requirements at a high-quality level. Provide ongoing performance feedback. Identify and take appropriate action for non-performance.
- Mentor, guide, and coach direct reports to expand their capabilities and performance.
- Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
- Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

**General Responsibilities:**

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines, including weekend work. Performs other work as assigned.

**Minimum Qualifications**

- Bachelor's Degree or equivalent experience in Finance or Accounting
- Five years' experience in senior-level finance or accounting position
- Three years' experience effectively managing, supervising, and mentoring staff

**Computer and/or software qualifications:**

- Advanced level of proficiency in Microsoft Excel, Intermediate level of proficiency in Microsoft Word and other Microsoft products.
- Extensive experience using Power BI and Power Pivot for Excel against relational and dimensional data and/or intermediate to advanced skills in the SSRS reporting platform, including experience developing complex queries and/or ongoing tables and tools
- Intermediate level of proficiency in Microsoft Word and other Microsoft products.
- Knowledge of automated financial and accounting reporting systems

**Core Competencies:**

- Mastery of finance, accounting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of federal and state tax and financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Skill in personnel management through motivating, developing, and directing people as they work, identifying the best people for the job.
- Ability to work effectively within a cross locational team environment
- Analytical problem-solving experience. Ability to dig below the surface for underlying issues to see patterns and make connections
- Action-oriented with strong attention to detail. Demonstrated history of getting things done quickly and efficiently in complex situations and with developing infrastructure
- Ability to see and clearly and concisely articulate sound conclusions and recommendations
- Ability to organize, prioritize and delegate tasks & projects to the team
- Ability to exercise strong judgment in analyzing, appraising, evaluating, and solving problems of a difficult, procedural, organizational, administrative, or technical nature.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendors, and other partners.
- Ability to maintain integrity of the highest level
- Ability to process, maintain and protect company confidential/proprietary information

**Preferred Qualifications:**

- CPA preferred
- Prior experience with SyteLine ERP

**Travel Requirement:** Less than 20%

**Working Environment and Physical Demands:**

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.

- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur