

# JOB DESCRIPTION

**Title:** Financial Analyst  
**Reports To:** Director of Financial Reporting  
**Location:** Gainesville, Georgia  
**Classification:** Exempt

## Summary:

The Financial Analyst will assist the Director of Financial Reporting in the preparation of internal and external GAAP-based financial reporting and analysis for multiple lines of business and legal entities.

## Responsibilities include but are not limited to:

- Prepare and review monthly financial statements in accordance with GAAP and external reporting standards as well as internal reporting.
- Assist business unit managers with analysis of financial data including trend analysis, pro-formas, forecasts, and monitoring of key financial metrics.
- Assist with budget and forecast preparation and analysis of variance from actual.
- May be required to explain complex financial subjects to non-finance staff members.

## Job Requirements:

Bachelor's degree in Finance or Accounting and advanced Excel skills (Vlookup, Pivot table, etc.). Experience in Microsoft Dynamics (Great Plains) and /Management Reporter is preferred. QlikView experience a plus.  
5+ years well-rounded accounting/financial experience.

## Physical Demands:

Requires sitting, standing, and occasional light lifting.

I confirm that I meet or exceed the educational and experience requirements set forth herein.

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Printed Name

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Signature

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Date