



Senior Financial Analyst

POSITION DATA					
JOB TITLE:	Senior Financial Analyst	REPORTS TO:	Controller, FP&A	JOBGRADING:	7-13
DEPARTMENT	Finance	LOCATION:	US (Brockport)		
JOB SUMMARY					
<p>This position is responsible for budget planning, financial performance monitoring, profitability analysis, and the development of tracking and forecasting tools. The role supports management and operating teams as a trusted business partner in making informed decisions to optimize financial results, sustainable growth and operational effectiveness of US plants, accounting, supply chain, purchasing and agricultural departments.</p> <p><i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> • Perform financial budgeting, forecasting, reporting, and operational metrics tracking • Evaluate financial performance by comparing and analyzing actual results with budgets and forecasts • Provide management with up-to-date analysis on actual performance and potential risks and opportunities • Prepare monthly and quarterly variance driver reports, quarterly financial forecast updates and Key Performance Indicators for the packaging and production facilities • Assist and prepare operational budgets for Production/Packaging facilities • Identify and drive process improvements, including to financial models, variance analyses and standard and ad-hoc reports and tools • Develop and prepare controls and reports that focus plant management on key metrics that drive financial performance • Assist in the development of monthly standardized reports to drive efficiencies through dashboards, reports and templates • Collaborate on transformation projects to develop the finance function as a value added partner • Support Manager in preparing for business review meetings and present results in review meetings • Reconcile outsourced services reports • Monitor/reconcile all input and results of the costing system (TM1) • Work closely with the accounting department to monitor accuracy of accruals and other transactions • Effectively maintain working relationships and partnerships with cross functional areas • Other ad hoc projects/duties as assigned such as capex projects evaluation and ROI calculations 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> • Strong business mindset, analytical skills and ability to simplify financial information at different levels of the organization • Collaborative style and results-oriented • Ability to simultaneously perform multiple projects in a dynamic environment • Advanced proficiency in Excel and general IT tools 			



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	<ul style="list-style-type: none"> • Good communication skills,, organizational and time management skills • Ability to prioritize various requests at the same time
PHYSICAL DEMANDS	<p>The physical demands described 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.</p> <ul style="list-style-type: none"> • Standing, sitting, walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, grasping/pinching, driving and lifting • Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.
WORK ENVIRONMENT	<p>The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> • Normal office environment • Noisy, dusty, hot, humid, wet or cold conditions • Exposure to extreme/seasonal temperatures • Exposure to chemicals or solvents • Work near moving mechanical parts
EXPERIENCE	Five (5) to Ten (10) years Financial Analyst experience
EDUCATION	Bachelor’s degree in Finance, Accounting or Business Administration

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.