



POSITION DESCRIPTION

POSITION TITLE: Financial Analyst

DEPARTMENT: Finance

REPORTING RELATIONSHIPS

FLSA Status: Exempt

POSITION REPORTS TO: Sr. Director of Finance

POSITIONS MANAGED: None

POSITION PURPOSE

The Financial Analyst is responsible for the accuracy and integrity of all financial information for Bona, including, but, not limited to manufacturing facilities, warehouses, remote offices, and headquarter facilities. As a critical member of the finance team, the Financial Analyst is responsible for driving the financial performance of each location and ensuring that economic rigor is applied to the decision-making process. This includes efforts to moderate invested capital, improve cash flow, and drive continuous improvement in cost and productivity. This person will also work cooperatively and in collaboration with all levels of employees, management, and external customers to maximize performance and results. This person will work closely with various teams throughout the designated locations. This individual is responsible for contributing to a positive work environment.

PERSONAL ATTRIBUTES & QUALIFICATIONS:

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Accounting, Finance, or related business field
2. 3+ years of Financial planning/ analysis experience is required; CPG or manufacturing experience is a plus
3. Experience working with various teams and department leaders domestic and globally in financial reporting
4. Advanced computer skills in Microsoft Suite Excel is required (Pivot tables, advanced formulas, v-look ups, CSV File etc)
5. Experience with BI databases, Cognos, and/or SAP is a plus
6. Proven knowledge of accounting principles, practices, standards, laws, and regulations
7. High attention to detail, accuracy, and strong analytical skills.

JOB DUTIES:

1. Support the accounting team during closings to ensure financial and reporting deadlines are met
2. Prepare monthly financial statements using SAP trial balance and reconciles global consolidation in accordance with the financial accounting manual and policies
3. Proactively partner with stakeholders to ensure all parties have a clear and accurate picture of overall financial performance compared to budget
4. Lead the budgeting and reforecasting processes. Ensure budget owners are submitting accurate information in a timely manner for upload into the planning and budgeting tool

Financial Analyst

5. Assist with latest estimated forecasts and provide leadership with insight and commentary for all major variances from both plan and prior forecasting
 6. Financial planning and analysis including actual performance, trends, and competitive benchmarking with modeling to develop insights into company performance
 7. Work with product management teams and to develop and maintain accurate standard costing data for all new product development and new business opportunities or initiatives
 8. Support departments by providing accurate monthly reporting of actuals vs budget
 9. Support accounting functions to ensure all monthly expenses are submitted or accrued
 10. Assist with annual financial audits and provide financial support as needed
 11. Able and willing to work necessary hours to meet all project deadlines, travel when necessary
 12. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
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CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions
2. **Project Management** – Completes projects within the given timeframe and follows up with stakeholders
3. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results
4. **Leadership** – Positively changes opinions and actions of others in a desired direction by providing peers and subordinates with vision and inspiration and mobilizing them to fulfill it. Encourages subordinates to adapt positively to change, engage in worthwhile objectives, face, define, and solve problems. Inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, and displays passion and optimism. Gives appropriate recognition to others, accepts feedback from others, presents information in a persuasive manner, and clarifies information in order to gain understanding and buy-in
5. **Patience** – Allows others to make mistakes without a negative reaction, allows others to learn or understand at their own pace, listens to others before forming a response, and takes the necessary time to work through obstacles
6. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks

7. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times
8. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings
9. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays
10. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity
11. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily
12. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 75% of the time
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions

3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Date: _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.