

# Job Description

## Financial Analyst

**Company/Location:** Kilwin's Quality Confections, Inc./Petoskey, MI

**Reports to:** Controller

**FLSA Status:** Salaried/Exempt

**Date Last Revised:** January 2019

### JOB SUMMARY

Financial Analyst will have a passion for data and will gather data, track projects, analyze and translate financial information and performance of products, services and companies in a way that non-financial business people can understand and use to drive the business decision-making process. This position will be responsible for all financial reporting and for maintaining General Ledgers, supporting schedules, and issue financial reports for Kilwin's Quality Confections. The Financial Analyst will provide excellent support to Kilwin's Quality Confections, Inc. and all of Kilwin's operations through reports and effective communication with various departments while taking instructions from the Director or Finance, Controller and management.

### ESSENTIAL FUNCTIONS

1. Personally represents Kilwins Core Values, Core Purpose, Core Operating Standards, and Brand Promise.
2. Provide integrity, honesty and knowledge that promotes the culture, values and purpose of Kilwins Brand.
3. Have a passion and curiosity for financial data and the ability to use data to drive business operations and performance.
4. Prepare monthly financial statements and budget variance reports.
5. Reconcile general ledger accounts with supporting work-papers.
6. Reconcile and prepare inventory reports daily.
7. Prepare annual budgets.
8. Manage accuracy of multiple General Ledgers, Fixed Assets schedules, supporting schedules, and prepare financial reports for multiple operations.
9. Analyze and present reports and dashboards using data mining methods and software.
10. Gather, analyze, and report on sales and gross margins across individual products, stores and companies.
11. Improve and report on cost accounting in the manufacturing area.
12. Track and report on costs and financial performance of varying projects. Includes store construction & equipment, internal equipment and leasehold improvements, new product launches, and others as assigned.
13. KPI data collection and reporting for manufacturing, inventory, distributing, gross margins, and possibly retail sales, franchised stores, royalties, etc. for other entities.
14. Analysis of inventory turns, costs, and variances.
15. Lead physical inventories and prepare variance reporting.
16. Work with, communicate with, and support other departments cooperatively and effectively.

### ADDITIONAL RESPONSIBILITY

- 1) Review and report on industry metrics and competitor performance.
- 2) Financial analysis research and spreadsheet calculations as requested.
- 3) Bank reconciliations.
- 4) Physical inventory posting, reporting, and variance analysis.
- 5) Projects as requested. May include utility credits for manufacturers, gift card laws, commodity and energy costs.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Must be customer service oriented with a professional approach.
2. Ability to work well with others, be a good listener and follow as well as give directions.
3. Must read and speak English, and have excellent written and oral communication skills.
4. Must have strong basic accounting skills and knowledge of accounting practices and regulations. Advanced Excel skills including Pivot tables, reference and lookup functions, and importing and exporting.
5. Experience with Tableau or similar data visualization software.
6. Proficient with Word and PowerPoint.
7. Strong ability to mine, organize, analyze and communicate financial data.
8. Ability to handle confidential and sensitive information.
9. Prompt and regular attendance.

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree
2. 4–7 year relevant experience in accounting
3. CPA or CMA certification a plus

## **PHYSICAL REQUIRMENTS/WORK ENVIRONMENT**

1. Must be able to lift 30 pounds
2. Must be able to use keyboard
3. Must be able to sit, stand, and file

## **OTHER DUTIES**

Please note this job description is not intended to cover a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Individuals may perform other duties as assigned including working in other areas to cover absences or to equalize peak work periods or otherwise balance the workload.