



REVISION EYEWEAR JOB DESCRIPTION

Job Title: **FINANCIAL ANALYST**
Department: Finance
Reports To: Controller
Location: Essex Junction, VT
Hours/Days Worked: 8:30AM to 5:30PM (Monday through Friday) Occasional weekends.
FLSA Status: Salaried - Exempt
Revision Date: July 13, 2010

EMPLOYMENT OBJECTIVE:

The Financial Analyst is responsible for analyzing variances to budget and forecast, providing comprehensive explanation for said variances. Support Controller with reporting and forecasting needs.

SPECIFIC ESSENTIAL FUNCTIONS:

- Track capital spend and expenses against budget and forecast
- Prepare and review monthly variance analysis for sales and cost centers
- Maintain budget and forecast in ERP system
- Assist in budget and forecast process
- Evaluate and identify cost efficiencies
- Develop and maintain ad hoc reports and models as needed
- Assist with audits and reconciliations
- Proficient with use of ERP systems and ability to pull detail data to support account analysis.
- Assist Controller as necessary.
- Performs other duties as assigned.

KNOWLEDGE, SKILL, AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Finance, Accounting, Business or equivalent combination of education and experience. CPA a plus.
- 2-5 years experience in financial analysis; in a manufacturing environment a plus.
- Knowledge of ERP systems.
- Proficient in Microsoft Office programs: Excel, Word, PowerPoint and Outlook.
- Excellent written and communication skills.
- Excellent time management, project management and planning skills required.
- Attention to detail.
- Must possess strong interpersonal and customer service skills with the ability to work in a collaborative team environment.
- Ability to multi-task and work with a high sense of urgency in a fast-paced environment.
- Energetic, passionate and positive can-do attitude a must.
- Military experience a plus.
- Occasional travel between Montreal, QC and Essex Junction, VT offices required.

PHYSICAL REQUIREMENTS:

Office environment, some repetitive motion required.