

**Job Title:** Financial Analyst I

**Reports To:** Controller

**FLSA Status:** Non-Exempt

**Department:** Accounting & Finance

**Summary:** Analyzes financial status by collecting, monitoring and studying data; recommending actions. Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Consolidate and analyze financial data taking into account company goals.
- Develop, maintain and distribute ad-hoc reports, financial models and standard templates as needed, ensuring quality, accuracy and focus on analytical review.
- Assist with new business processes working with Finance/Accounting and business managers.
- Evaluate profit and cost efficiencies in various areas of the organization.
- Train new employees and ensure training material/documentation is kept current.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Conducts studies and submits recommendations for improving the organization's accounting operation.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree from four-year college or university in Accounting or Finance and one to two years related experience. A thorough understanding of Generally Accepted Accounting Principles.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Excellent written and verbal communication skills.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have advanced knowledge of Microsoft Office (emphasis on Excel); Accounting software (preferably Netsuite); Internet software and Database software.

**Certificates and Licenses:**

No certifications needed

**Supervisory Responsibilities:**

This job may have supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**To apply send cover letter and resume to: [dauran@recolorado.com](mailto:dauran@recolorado.com)**