Financial Analyst I

Work Location: Nashville

Labor Type: Accounting/Finance

Hours per Day: 8

Hours per Week: 40

Position Title: “Accounts Payable Financial Analyst”, known internally as a “Supplier Payment Financial Analyst”

Position Summary:

Gather and analyze financial information. Will typically conduct quantitative analyses of information affecting investment programs of public or private institutions. Responsibilities include analyzing and communicating financial information for clients.

Major job duties and responsibilities for this position will include the following:

* Assemble spreadsheets and draw charts and graphs used to illustrate technical reports

* Analyze financial information to produce forecast of business, industry and economic conditions for use in making investment decisions

* Interpret data affecting investment programs, such as price, yield, stability and future trends in investment risks

Required Education, Experience & Skills:

* Minimum of an Associate’s Degree is required with a Bachelor’s degree in accounting or related financial discipline being preferred.

* Entry level with 2 years financial and/or accounting experience is required

* Verbal and written communication skills, attention to detail, and critical thinking

* Basic ability to work independently and manage one’s time

* Basic ability to analyze business trends and project future revenues and expenses

* Basic knowledge of economic and accounting principles, the financial markets, and reporting of financial data
* Basic knowledge of federal, state, and company policies, procedures and regulations as related to accounting

* Previous experience with computer applications, such as Microsoft Word, Excel and PowerPoint, and any other related financial software

Additional information from the manager:

* Schedule for this position is Monday through Friday with working hours from 7:00 AM – 3:30/4:00 PM central.

* While a minimum of an Associate’s Degree is required with a Bachelor’s degree in accounting or related financial discipline being preferred, the manager shared with me that she is not opposed to seeing new college grads for this opening. She did say though that candidates should have had some experience in either an internship or co-op in accounting or related field.

* Manager is seeking candidates with general accounting and accounts payable experience. She wants someone who understands the overall AP process so when things within the group change and update, they are able to take those skills and apply them to the new processes.

* Candidates need to have strong customer service skills – they need to be good on the phone and in email correspondences.

* Candidates need to be proficient with Excel.

Please contact Dylan Weems at (321) 319-7820 or dylan.weems@collabera.com