

Job Description

Title: Finance Manager

Cost Ctr: 904-000

Work Location: Addison, TX

Position Status: Full-time Part-time

Division & Department: Corporate Services – Finance & Accounting

Position Reports to: Chief Financial Officer

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Finance Manager (“Manager”) will be responsible for all planning, forecasting and analysis activities for the company. The Manager will be part of the Corporate Finance & Accounting team and will report directly to the Chief Finance Officer (“CFO”). The Manager is expected to provide critical insight into the business via insightful analysis of business performance, well-documented projections, innovative analysis of operational effectiveness and comprehensive pricing models to support the pursuit of new business. This position requires advanced modeling capabilities and the ability to present financial data in a concise, insightful and actionable format. The ability to work independently with little supervision is required as is the ability to communicate proficiently with all levels of management in a highly visible fashion. The Manager must be a self-starter with strong work ethic, bring a positive and outgoing personality to the role, and be a reliable and collaborative team member.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Drive the monthly forecasting and results reporting processes, publishing financial dashboards and detailed financial packages in accordance with the accounting close and reporting calendar
- Drive the project financial management process (for both customer programs and internal projects), updating project financials with results and revised projections
- Assess financial performance of cost centers, key projects and business units, analyzing variances and trends for root causes and identifying the related impact
- Identify actions to drive improvement

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- Develop financial models to support customer proposals and project investment decisions, and to serve as a plan of record for these efforts
- Produce analysis, status updates and other reports to support periodic operations reviews
- Drive the annual budgeting process
- Drive the development of multi-year planning models with ownership of supporting analysis and underlying assumptions
- Support the maintenance of the bank covenant financial model to support capital structure planning and major investment decisions
- Provide other analysis or reports as needed to support the objectives of the Company

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Bachelor's degree or higher in Business (Finance preferred)
- Minimum 5 years of finance and accounting experience, with at least 3 in finance role
- High level of proficiency in Microsoft Excel
- Ability to quickly learn functioning of accounting ERP systems and reporting systems, and highly proficient at manipulating large amounts of data
- Highest level of integrity and ability to handle highly confidential information
- Detail oriented with ability to understand "big picture"
- Experience in preparing and giving financial presentations
- Ability to work under pressure and manage multiple projects/deliverables
- Ability to support multiple organizations, including numerous requests from multiple sources
- Excellent interpersonal and oral and written communication skills
- Ability to communicate proficiently with all levels of management

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the described job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard office environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet multiple deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an office setting. While performing the duties of this job, the employee is frequently required to stand

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and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	Manager, Finance
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Exempt
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	