

Job Description

Title: Financial Analyst

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 Financial Analyst, relying on knowledge of and experience with financial planning and analysis, will support all levels of management by providing critical insight into the business through the preparation and analysis of historical and projected financial information. The Financial Analyst will work with the Corporate Finance and Accounting team, and division and corporate management teams to ensure the accuracy of the Company's financial information and drive critical decision-making. This position requires advanced modeling capabilities and the ability to present financial data in a meaningful and concise 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 Financial Analyst 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.

- Provides analytical support for key business decisions through data gathering and logical, concise model development. Drive creative solutions to business, financial and operational challenges.
- Maintain, generate and distribute monthly financial reports to management.
- Assesses the status of financial performance versus budget/forecast, research variances and communicate insight with confidence to Management.
- Assists in the development of annual, 12 month rolling forecast, and multi-year plans with ownership of supportive planning analysis and underlying assumptions.

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- Develop financial performance views for programs and projects to support periodic operational status reviews.
- Support monthly accounting close through trend and account analysis.
- Provide support in developing pricing models with varying degrees of complexity for prospective clients and contract renewal transactions.
- Actively seek to improve existing reporting and analytical deliverables, and be self-driven to generate new actionable analysis relevant to a changing business climate

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 1 year in finance and accounting related experience
- Highest level of integrity and ability to handle highly confidential information
- Detail oriented, with ability to understand "big picture"
- Experience in preparing financial presentations
- Ability to work under pressure and manage multiple projects/deliverables in a dynamic environment
- Excellent interpersonal, oral and written communication skills, including ability to communicate proficiently with all levels of Management.
- Experience in working with best in class reporting tools, Adaptive Insights experience is preferred
- High level of proficiency in Microsoft Excel

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 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

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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	Accounts Payable Supervisor
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Exempt
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	