



## Job Description – Financial Analyst

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**Job Title:** Financial Analyst  
**Reports to:** CFO  
**Department:** Accounting/Finance  
**FLSA status:** Exempt  
**Revised date:** June 4, 2021

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**For more information or to apply, please contact:**

hr@itendefense.com

Phone: (440) 990-2440 ext. 105

### **Purpose**

This individual will play a key role by providing accurate and timely financial information and analyses, making and/or implementing sound recommendations to grow business profitability, operate as a key lead resource, supporting the Chief Financial Officer in streamlining processes and implementing best practices across the businesses.

### **Essential Functions**

- Preparation and maintenance of financial forecasts, business optimization, management reporting, ongoing business reviews, and opportunities to manage strategic projects while dealing with business complexity.
- Analysis of cost accounting, manufacturing variances.
- Assistance and preparation of monthly financial forecasts and full P&L reporting.
- Development, maintenance, and ownership of key financial models.
- Collaborate with leadership and finance team, understanding key variance drivers, projecting impacts on financial forecasts, and communicating supportive narrative.

- Provide decision support to finance team and senior management.
- Provide appropriate analysis of strategic plans and forecasts.

### **Education & Experience**

- BA/BS with Major in Accounting or Finance, or BA/BS degree with coursework up to and including intermediate accounting
- A minimum of 1 to 3 years of experience in Finance preferred
- Ability to influence business decisions with concrete financial support
- Resolve conflicts / discrepancies positively and professionally
- Work independently in solving business issues and taking initiative
- Partner with the customer / other functional teams to drive business results and meet deliverables
- Identify risks and opportunities
- Manage projects
- Leverage best practices
- Communicate effectively and professionally in written and verbal form, including presentation skills

### **Work Environment**

Work is performed in the executive office located near the shop floor. Position requires sitting and some walking on the production floor. Work environment is fast-paced, requires sound judgment and employee must be able to multi-task. Exposure to loud noises, production environment and cold and heat may occur.

### **Physical Demands**

<b>Task</b>	<b>Activity Level</b>
Standing	Rarely
Walking	Occasionally
Sitting	Constantly
Handling/Gripping	Rarely
Reaching Outward	Rarely
Reaching above shoulder	Rarely
Climbing	Rarely
Crawling	Rarely
Squatting or Kneeling	Rarely
Bending	Rarely
Lifting/Carrying	Rarely
Pushing/Pulling	Rarely

PPE Requirement	Depending upon task, the following safety gear may be required: Long pants, closed-toe work boots, safety glasses, gloves, ear plugs, etc.
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### **Work Hours**

Position is full-time and scheduled on the first shift and will be physically located at the main plant. Employee may be required to work overtime as needed.

### **Acknowledgement**

By signing below, I acknowledge that I have received a copy of this job description, I further understand that this job description is intended to provide guidelines for expectations and is not intended to be construed as an exhaustive list of all functions, skills, or abilities. Additional functions may be assigned by supervisors or managers as deemed appropriate. This document does not represent a contract of employment and the Company reserves the right to change this description at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employees Name Printed: \_\_\_\_\_