

## Financial Analyst

### Want to join an exciting high-value, high-tech manufacturer?

*COTSWORKS, INC. is a leader in the Industrial, Military, and Aerospace fiber optics and networking market and is seeking individuals who want the opportunity to work with good people and for a growing company that recognizes the importance of work-life balance, offers a great work environment, competitive pay and benefits, and opportunities for career advancement.*

### Come join the team at COTSWORKS!

COTSWORKS designs and manufactures rugged optical components and subsystems to operate in harsh environments. Our products are utilized worldwide in commercial and military aerospace, military tactical, oil and gas, and other industrial markets. Founded in 2006, the company, headquartered in Cleveland, Ohio, supports the Americas and Asia – while COTSWORKS' GmbH, located in Fulda Germany, supports Europe and the Middle East.

For more information, please check out our website at <http://www.cotsworks.com/careers/> to view all of our current position openings or connect with us on LinkedIn.

### JOB SUMMARY

The **Financial Analyst** supports the Finance Team with complex processes and financial analysis such as financial statement preparation, inventory, budget and reporting analysis, and continuous improvement projects. The Financial Analyst's primary function is to use key metrics to critically analyze and interpret financial data and provide meaningful reporting to the Finance Manager and CFO. The Financial Analyst applies critical thinking and problem-solving skills to conduct analysis and drive for accurate and efficient financial reporting for senior management's use. This role requires an individual who can work independently and use sound judgement and discretion while carrying out the requirements of the job. This is a full-time salary position that reports to the Finance Manager.

### JOB RESPONSIBILITIES

The following outlines basic duties and responsibilities which are not intended to be all-inclusive:

#### Policies, Processes and Procedures

- Applies accounting policies and procedures to properly record, report, and maintain financial data.
- Executes accounting closure procedures (e.g., monthly, quarterly) to ensure timely preparation of journal entries, account reconciliations, variances, and account analysis and reports.
- Develops and maintains financial procedures and checklists.
- Provides review, analysis and supervision of payroll and related processes.
- Assists the Finance team by developing, implementing, evaluating, and maintaining strong internal controls around the accuracy of financial statements, including inventory management.
- Supports preparation and execution of activities for the year-end physical inventory process (e.g., reporting insights resulting from analysis of data from the process).
- Identifies and implements accounting process changes in support of continued growth of the business.
- Recommends improvement to systems that maintain financial records, making use of current technologies.
- Works with and maintains the confidentiality of data, which, if disclosed, can have significant internal or external effect on the business.
- Complies with company policies, work procedures, and legal regulations.

#### Analysis and Reporting

- Prepares monthly variance analysis for Management on the P&L, Balance Sheet, or other requested accounting records.

- Executes ad-hoc analysis, reporting, and projects for the financial statements, financial processes, payroll or 401(k).
- Conducts in-depth analysis of financial information and interprets that data to report financial results (i.e., trends, patterns, comparative periods, etc.) related to key performance metrics and benchmarks.
- Provides recommendations to Management related to findings from financial analyses and understanding business needs.
- Assists the Finance team by preparing documents for external auditors, banks, or other parties.

### **Budget and Forecast**

- Coordinates and assists with preparation of budgets and forecasts by collecting and compiling initial data for analysis and Management's review and decision-making.
- Provides support for maintaining the financial forecast and budgets and escalates any issues to the Finance Manager for reconciliation with the CFO.

### **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor's degree in a relevant field of study (e.g., Accounting, Finance, or Economics).
- Two (2) years of professional business experience (e.g., accounting, finance, or comparable disciplines).
- Two (2) years of financial reporting and analysis experience.
- Proficient in applying fundamental knowledge of GAAP.
- Proficient in common office productivity tools, equipment, and software used to analyze financial information, identify trends, and make forecasts (i.e., Microsoft Suite and advanced features of Microsoft Excel such as Pivot Tables, Formula Functions, VLOOKUP, Macros, etc.).
- Strong ability to communicate, present ideas, and explain financial data to executive-level leaders and employees at various levels within an organization (i.e., internally, and externally to vendors and partners).
- Strong ability to analyze, organize, and summarize financial information for decision making purposes.
- Excellent ability to build relationships with diverse groups while working proactively in a collaborative manner, internally across departments and externally with vendors and partners.
- Analytical approach to gathering data from multiple sources, resolving problems, and reporting detailed and accurate findings.
- Ability to prioritize and balance work in a deadline-driven environment.
- Ability to conduct oneself with a high level of professional and personal integrity.
- U.S. Citizenship is required.

### **BENEFITS:**

- |                                     |                                  |                         |
|-------------------------------------|----------------------------------|-------------------------|
| • Medical Coverage                  | • Dental Coverage                | • Vision Coverage       |
| • Paid Vacation and Paid Sick Leave | • Paid Parental Leave            | • Paid Holidays         |
| • Paid Basic Life Insurance         | • Voluntary Supplemental Life    | • 401(k) Plan           |
| • Paid Short-Term Disability        | • Voluntary Long-Term Disability | • Tuition Reimbursement |

**REQUIRED:** All candidates **must be U.S. citizens (no green card or visa)**. Candidates must be willing and able to pass a background check and drug screening to be considered for a position at COTSWORKS, INC.

COTSWORKS is proud to be an EEO employer M/F/D/V. We are simply looking for honest, ethical, and hardworking individuals who are eager to work in a fast-paced, team-based manufacturing environment.