



Organization: Perfect Timing, Inc.

Job Title: Senior Financial Analyst

Reports to: Director of Accounting

Date Posted: 12-28-2011

Job Type: Full time

Job Location: Waukesha, Wisconsin

Company Profile Perfect Timing is a leading supplier of high-quality calendars, stationery, specialty gifts and back-to-school products in North America and abroad. With three distinct brands, as well as proprietary relationships and licensing agreements with world-renowned artists, leading sports organizations, and other high profile licensors, we can deliver innovative and exclusive products for every age, interest and taste. The company's brands are individually known for their creativity and innovation while offering superior design and quality. To learn more about Perfect Timing please visit our website at www.perfecttimingbrands.com.

BUSINESS FUNCTION:

Under direction of the Director of Accounting, identify and create monthly financial reporting packages for management, including analyses and explanations of budget-to-actual variances. Prepare and analyze statistical data and financial reports concerning sales, margin, profitability, and other operating costs on a routine and ad hoc basis. Assess business intelligence needs and build out related analytical cubes in associated business analytics tool. Lead annual budget process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

FINANCIAL ANALYSIS

- Support brand (product) and operations with analysis and financial support to increase the speed and effectiveness of decision making.
- Compile and analyze data on product/category profitability.
- Partner with business leaders to create new routine reporting.
- Draw conclusions and make recommendations to improve the operational and financial effectiveness of brand and operations.
- Work with department heads to prepare periodic operating forecasts and annual operating plans.

FINANCIAL REPORTING

- Support month end and year end close process including variance analysis that increases the understanding of the financial drivers of the business.
- Cross train with Manager of Accounting to serve as a functional back up during times of absence and / or reduced availability.

OTHER

- Serve as the project lead for the implementation of business analytics tool including assessing business needs, build out of related data cubes, and creation of routine reporting.
- Participate in system enhancement and/or implementation activities that specifically relate to accounting and ERP software developed for Perfect Timing, Inc.
- Document accounting department processes and apply appropriate policies and procedures.
- Under direction of the Director of Accounting, complete various ad hoc tasks as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**

Minimum Bachelor's Degree in Finance or Accounting with professional certification (CPA) preferred. Five to seven years of professional accounting experience required. Incumbent must be highly proficient in Microsoft Excel and competent in the other Office desktop applications. Will be required to learn and apply software programs developed for Perfect Timing, Inc, with experience with JDE, Epicor, or Q4Biz software preferred. Individual must take initiative to be able to work both independently and within a team environment, be able to prioritize between multiple activities being in process concurrently.

- **Language Skills:**

Ability to read, write, interpret documentation
Excellent written and oral communication skills

Ability to develop strong relationships and work effectively with all operational leadership in various areas of the company

- **Mathematical Skills:**

College level mathematics

Analytical problem solver with skills at driving solutions

- **Reasoning Ability:**

Ability to analyze data from multiple sources

Demonstrated proficiency in financial modeling

Ability to prioritize tasks to meet deadlines and a keen sense of urgency

- **Work Environment:**

Individual will operate in an ambiguous, fast-paced environment with reporting responsibilities that require flexibility in work schedule to ensure deadlines are met. Prior experience in a turnaround environment would be preferred.