

ProAmpac
Senior Analyst - FP&A
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Position Summary

The financial planning & analysis ("FP&A") role will be responsible for overseeing a broad array of financial affairs while building a strong partnership with the business leaders. This role will be responsible for the preparation of financial models, internal/external financial reports, CapEx analysis, monthly financial analysis materials, and provide ad hoc analysis for the organization.

Essential Duties and Tasks

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made, upon request, to enable individuals with disabilities to perform the essential functions.

- Gauging the Extrusion business unit overall financial health, while assisting in providing insight to the company's financial planning, budgeting, cash flow and other financial related matters
- Preparing internal reports for Extrusion leadership and supporting their decision making, including insuring integrity of all key data sources
- Creating, updating, and maintaining financial models and detailed forecasts of the company's future operations
- Comparing historical results against budgets and forecasts, performing variance analyses to explain differences in performance and make improvements going forward
- Assist in reviewing and Considering opportunities for the company to expand or grow; map out growth plans, including capital expenditures and investments, and generate future financial forecasts
- Monitor and analyze monthly operating results against budget
- Prepare or manage preparation of all financial analyses related to contract negotiations and investment decisions (primarily Cap Ex)

Qualifications, Education and Experience

- Bachelor's Degree in Finance, Accounting or Business with strong Accounting / Finance experience
- Minimum of four (4) years of experience in a mid to high level finance or accounting position. Experience preferred in professional services or investment banking
- Experience with financial planning and analysis functions, including annual budget, capital budgeting, long-term strategic planning and resource allocation processes
- Knowledge of automated financial and accounting reporting systems
- Demonstrated success in financial modeling and analysis
- Ability to analyze financial data and prepare financial reports, statements and projections
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint, Visio), and Outlook email and calendar capabilities
- Maintain strict confidentiality and protects privacy of confidential/sensitive information
- Exceptional time management and organization skills. Ability to manage multiple tasks and projects simultaneously establishing priorities to meet deadlines
- Ability to communicate effectively (verbal, written, and presentations) with executive leadership, staff, and internal and external clients
- Proactive; exercises sound judgment and decision making; able to identify problems and needs, and develop solutions and/or options
- Excellent interpersonal skills
- Self-confident, self-motivated polished professional who thrives in a challenging, fast-paced environment

Key Competencies

- Ethical Conduct
- Financial Management
- Leverages Business Acumen
- Technical Capacity
- Communication Proficiency
- Business Acumen
- Problem Solving/Analysis
- Strategic Thinking

Work Environment

Work primarily in a climate controlled indoor environment with minimal safety/health hazard potential. Hearing protection, safety shoes and vision protection required.

This role operates in a professional office environment that requires some exposure to a manufacturing environment. Employee is rarely exposed to non-toxic/nuisance smells from chemicals, airborne dust, moving mechanical parts, high noise levels and hot/humid environmental conditions in the manufacturing area during extremely hot summer months.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Employee is regularly required to stand; walk; use hands/fingers to type, hold, handle, or feel; and reach with hands and arms. The employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

Other Duties

Always take ownership and be accountable for your actions. This job description is a tool for you to follow while at ProAmpac. Other job duties may be assigned to you, this outline is not to be considered a detailed description and you may have other duties/projects assigned to meet business needs. Good and reliable attendance, positive attitude and at or above job specific metrics and/or goals will reflect on your annual review. Always take ownership of your job and team.

EEO Statement

ProAmpac provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other classification protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

EEO - M/F/Vets/Disability