

Financial Analyst - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Understands the role and function of various organizational functions and unit costs of products, services, and service delivery costs. Can conduct a functional cost analysis of each product, process or transaction

Is conversant with the policies and procedures relating to the accounting, data processing, data analysis, and investment functions, including the ability to conduct a cost/benefit analysis on the application of such policies and procedures in a variety of scenarios

Understands and can apply work-measurement techniques to determine how various corporate functions contribute to profitability as well as to costs and efficiency

QUALITY OF WORK:

Devises and operates a functional costing system that is capable of measuring work quality, defects, unit transaction costs and conformance to revenue requirements

Monitors financial performance standards in each department, office, or individual task and function, to ensure appropriate utilization of resources; human, physical, and financial

Advance suggestions for new initiatives in operational processes and procedures designed to improve efficiency and effectiveness

Completes all assignments in a timely manner, consistent with quality and professionalism

QUANTITY OF WORK:

Implements project management processes to ensure the timely accomplishment of all projects through means of strategic planning and scheduling

Organizes daily, weekly, monthly and quarterly projects in such a manner allowing for the completion of regular responsibilities as well as special projects relating to operational issues and challenges

Differentiates between busy work and productive work ensuring that priorities are correctly selected and accomplished in a timely manner

PROBLEM ANALYSIS:

Develops cost/benefit reports regarding existing problems or challenges, and provides alternative longer term solutions

Approaches existing problems with an open mind, striving for more than one alternative

Conducts inquiries in a timely manner, thereby providing adequate time for thorough analysis, discussion, and processing changes

PLANNING AND ORGANIZATION:

- Develops and maintains a Project Plan for the organization including current and future projects, ALM analysis and investment strategy
- Articulates clear-cut statements and measures progress in conformance with stated goals
- Establishes backup plan to ensure completion of functions and projects in a timely manner