

Company Name

Street Address
Your City, ST ZIP

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YOUR PLACE IN THE COMPANY: **Finance Reporting Manager**

YOUR LEADER: VP-Finance

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Present the financial information of the Company in an understandable, easily –digested format for management use in making financial decisions.

MAIN RESULTS EXPECTED FROM YOU:

- Prepare periodic (weekly, monthly, quarterly, annual) financial planning documents for management consumption.
- Create financial dashboard highlighting key performance indicators (KPIs) as recommended by management.
- Proactively track, research and explain important financial variances from the norm.
- Be prepared to answer management questions regarding the financial operation of the company.

MAIN WORK YOU DO:

- Prepare and present monthly budget-to-actual reports for each project the company is currently working on.
- Cash flow forecasts for company will be generated and delivered to management at least once per month, and whenever requested by management.
- All Accounts Payable and Accounts Receivable will be summarized, with summaries delivered to management at least once each week.
- Prepare and present an annual enterprise budget one month prior to the beginning of the next fiscal year.
- Prepare and present enterprise budget-to-actual reports on a monthly basis, or as often as requested by management.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.