

Company Name

Street Address
Your City, ST ZIP

YOUR LOGO

- 1) Right click here
- 2) Select "Change Picture"
- 3) Navigate to your logo
- 4) Insert

YOUR PLACE IN THE COMPANY: **VP-Finance**

YOUR LEADER: Chief Executive Officer

WHO YOU LEAD, TEACH AND SUPPORT: Manager of Accounting, Manager of Financial Analysis

HOW YOU HELP THE COMPANY SUCCEED: Handle and report on the status of the company's financial resources. Provide staff support in the form of consultation and information relating to the allocation and monitoring of company financial resources.

MAIN RESULTS EXPECTED FROM YOU:

- Establish and maintain an orderly cash flow and provide management with documentation of same.
- Provide staff support to the company in the form of information, analyses, summaries and reports of financial activities.

MAIN WORK YOU DO:

- Report on the status of the company's assets as demonstrated in the financial statements.
- Include, at the least, Income Statement, Balance Sheet and Cash Flow Statement in the financial analysis.
- Generate and deliver the analysis of the Financial statements no later than 15 days after the close of any fiscal month and no later than 30 days after the close of any fiscal year.
- Review Financial Statements analysis at least once a month in a general meeting of all VP-level and Executive-level management.

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

Please feel free to exceed those expectations.