**Company Name**



Street Address

Your City, ST ZIP

**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.