



Job Title:	Senior Financial Analyst	Exemption Status:	Exempt /Salaried
Department:	Finance	Position Level:	Senior Professional
Reports To:	CFO	Travel Required:	None – 0%
Position Status:	Full-Time	Location of Job:	Windsor

Company Overview

Diesel Forward, Inc. specializes in Service, Remanufacturing, and Distribution of parts and components for diesel-powered vehicles and equipment. Our goals are to provide first-class customer service, grow profits, invest for the future of the business, proactively manage all relationships, and provide an excellent work environment for our employees.

Job Summary

Assist the CFO in the measurement, accumulation, preparation, analysis, and interpretation of financial and other information used by management to plan, evaluate, and manage the organization. Assist in establishing and maintaining financial policies, accounting policies, internal controls and financial systems.

Key Departmental Responsibilities

- Cost accounting and reporting duties:
 - Reconcile labor costs with production
 - Allocate costs to appropriate production line
 - Assist in the budgeting of consumables
 - Track consumables and maintenance items
 - Gross profit analysis and trending
 - ROI calculations including overtime and staffing costs
 - Actively manage re/manufacturing inventory
 - General core management and analysis
 - Track and analyze monthly revenue versus costs
- Track on-going research & development costs.
- Assist with the set-up of re/manufacturing product lines in the ERP.
- Assist with business acquisition set-up in the ERP.
- Provide input and feedback regarding financial system needs/changes.
- Assist in preparation of monthly, quarterly and annual financial statements that conform to GAAP.
- Review expenditures and prepare operating budgets and allocations for various departments to ensure compliance with budgetary limits.
- Assess internal controls, including risk assessments and reviews of risk areas.
- Coordinate external audits.
- Pursue opportunities for process improvements in the financial department and assist as requested in other departments.
- Operate in conformance with the requirements of the Diesel Forward quality management system.
- Assist other employees both in and out of the department.
- Perform other related projects, duties and assignments as required.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

Bachelor's degree in Accounting or Finance. Minimum of 5 years of experience. Proficiency in Microsoft Excel and Word required. Possess strong organizational and communication skills and ability to work independently on detail-oriented projects, multi-task, and prioritize workflow based on departmental goals and priorities. Communication skills will include the ability to convey financial information to non-financial people.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	9/11/18	--	Authored for ISO 9001:2015 compliance.