

CONSTRUCTION SOFTWARE TECHNOLOGIES

JOB DESCRIPTION



| JOB SPECIFICS | | | |
|------------------------------------|----------|--------------------------|------------|
| Position Title: | FP&A | Location: | Blue Ash |
| Reports To: | Sr. FP&A | Exemption Status: | Exempt |
| Department/Division: | Finance | Travel: | Negligible |
| Department Manager Approval | | Date Modified: | 1-07-09 |
| Human Resources Approval | | Date Approved: | |

Summary:

The Entry Level Financial Analyst supports the Finance team in various roles. This position is responsible for providing financial analysis and performing other tasks across the various departments of the business as directed by Senior Finance personnel.

Job Duties:

1. Assist Finance with various data gathering projects related to the annual budgeting/planning process
2. Work with cross-functional teams to provide financial analysis and other analytical support to various departments within the company at the direction of Finance
3. Understand and analyze the various contracts relating to content acquisition costs
4. Provide reporting to senior Finance leaders based on analysis of content acquisition costs detailing contract terms by market and partner
5. Assist in the maintenance of the daily cash reporting procedures
6. Assist with monthly bank reconciliations
7. Other Finance/Accounting projects as directed

Essential Skills & Abilities:

1. Accounting and/or Finance degree
2. Highly motivated and self-directed individual with the ability to work independently
3. Detail oriented with excellent analytical skills
4. Ability to meet deadlines in a fast-paced, dynamic environment
5. Excellent verbal and written communication skills
6. Experience with MS Office products is a must

To Apply For This Position Please Use The Following Link:

<https://home.eease.com/recruit/?id=480584>