

Kim Finch Cook Executive Recruiter, Inc

Position Profile

Title: Manager / or Sr. Manager
Location: Seattle, WA remote home office in the State of WA
Reports To: Sr. Director of Finance
Organization: Public Biotech

The Manager, Financial Planning & Analysis, is a key member of the Finance team. Detail-oriented and strategically minded manager. Reporting to the Sr. Director, Finance, you will be responsible for leading the financial planning and budgeting/forecasting processes, analyzing financial statements and reports, developing financial models, preparing projections, and performing research and analysis as may be required. To be successful in this position, you should be able to perform a variety of financial activities including planning, analysis, budgeting, and reporting. Strong analytical, organizational, and problem-solving skills and be able to present financial information and models in a concise and easily comprehensible manner.

Duties and Responsibilities:

- Manage the budgeting and forecasting process
- Manage the implementation of FP&A planning tool (Planful, f/k/a Host Analytics)
- Establish timelines and initiates reviews with executive team to ensure plans are delivered on time and are consistent with overall company plans
- Work closely with the leadership team to formulate the business's medium to long term financial and strategic plan
- Work with Department heads to build their annual budgets and forecasts
- Analyze financial and operational results to better understand company performance
- Communicate to senior management the reasons behind the product/department performance and results
- Provide detailed analysis and commentary on cost center results
- Assist with monthly close processes, as requested
- Prepare monthly dashboard of operating results, trends, and metrics for the executive team

- Develop and maintain robust models on trends, key business drivers and financial results to prioritize & plan investment decisions
- Review and analyze financial statements and reports
- Track KPIs and prepare financial reports
- Understand key business drivers

Qualifications and Skills:

- Bachelor's degree in business with Finance or Accounting concentration; professional qualification such as CPA, CMA or CFA is a plus
- 7+ years prior work experience with a proven track record of success
- Experience preferred in the following areas: 1) FP&A, 2) finance at a mid-size company and up 3) biotechnology/pharma experience (a plus)
- Proven track record of superior financial modeling and using analysis to influence decision-making, including prior experience in a corporate finance and/or strategy-related role
- Advanced Excel skills are a requirement, including pivots, lookups, index, macros, and advanced formulas
- Prior experience with Oracle Fusion or similar ERP system is preferred
- Prior experience with implementation of planning tool (i.e., Planful/Host Analytics) is a plus
- Proficient with Microsoft Word, Outlook, PowerPoint, etc.
- Understanding of GAAP
- Excellent written and verbal communication skills including the ability to effectively communicate clearly and concisely with all levels
- As this is a highly cross-functional role, you will need to be highly analytical and a very effective communicator and have the ability to manage multiple work streams simultaneously
- The candidate should be a self-starter with a strong work ethic, highly team-oriented, inquisitive, enjoy problem solving, and focused on driving towards results
- Ability to present financial information to a non-financial audience

For additional information please contact:

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