



JOB DESCRIPTION

JOB TITLE:	Senior Financial Analyst	JOB GRADE:		FLSA:	Exempt
BRANCH/DEPT:	Accounting – 994	REPORTS TO:	Controller	REV. DATE:	6/20/14

SUMMARY:

The Senior Financial Analyst is responsible for planning, forecasting, and reporting to support internal and external functions within the Corporate Accounting Department. In addition, the Senior Financial Analyst provides highly specialized financial consulting and analytical support for profitability targets and future growth.

PRINCIPLE ACCOUNTABILITIES:

- Performs monthly and quarterly reconciliations, consolidations, eliminations and postings for all categories of the balance sheet inclusive of: Securities & bonds, Investments, OREO, Accruals, Allowance for Loan Loss, and Income Tax provisions.
- Manages current available for sale and held to maturity Investment securities portfolio.
- Performs monthly mark to market analysis and impairment review for available for sale Investment portfolio.
- Performs balance sheet and income statement analytics on a monthly basis.
- Maintains Public Fund deposit database and reports quarterly to North Carolina State Treasurer.
- Financial Reporting for Federal, State & Local agencies in compliance with applicable laws and regulations.
- Performs budgeting, forecasting, and trend analysis for profitability targets and future expansion growth for both consolidated and subsidiary entities.
- Performs data extraction and analytics.
- Quarterly reporting of budget versus actual.
- Compiles quarterly financial statements for shareholders.
- Reconciles GL accounts on monthly and quarterly basis.
- Creates quarterly reports for Asset and Liability Committee.



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BASIC QUALIFICATIONS:

- Bachelor's degree in Accounting or Business Administration with 2 years' experience in financial analysis and reporting
- Advanced PC skills of Excel, WinWord, Outlook and Access
- Excellent customer and oral communication skills, attention to detail, problem solving and general federal and state regulatory knowledge

PREFERRED QUALIFICATIONS:

- Master's Degree in Accounting
- CPA designation
- 3 years' experience in financial analysis and reporting

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Affirmative Action/Equal Opportunity Employer