

## POSITION PROFILE

### Summary:

The **Cost/Financial Analyst** will support the CFO by providing value-added analysis and reports related to the revenue, cost and profitability performance of the organization and will assist in preparing forward-oriented models, forecast and budgets. While the overall financial environment will be in scope for the role, particular emphasis will be placed on cost variance analysis and standard cost preparation. The incumbent will consistently demonstrate and encourage in others the organization's core corporate values, and champion Phantom's overall strategic vision.

### Structure:

The other position reporting to the Chief Financial Officer is the Controller.

### Position Responsibilities:

(include, but are not limited to, the following)

- Create and analyze month-end reports related to labour and raw material utilization by product group and create summaries of areas of concern. Maintain daily labour productivity reports and assist operations in identifying areas for improvement.
- Assist in the development of costing for new/revised products and perform year-end standard cost updates in the system. Identify and implement improvements in standard costing methodologies such as the costing of scrap.
- Assist Operations in inventory control activities, such as reviewing procedures for cycle counts and year-end physical inventory counts and in performing audits of count results.
- Assist the CFO in developing a profitability by account (customer) model, preparing associated reports on a quarterly basis, and making recommendations for improvement.
- Review profitability by product at a greater level of granularity than the current product category approach.
- Assist the CFO in developing annual budgets and participate in the preparation of financial outlooks and forecasts supporting company business plans
- Assist in revenue analysis through the timely provision of analytical reporting across multiple dimensions using advanced Excel tools and other BI tools as they come available; including pricing analysis, sales mix impact on standard gross margins; and identifying drivers of profit variance to plan and prior year.
- Provide year end price updates to IT
- Other duties as assigned by the CFO.

### Corporate Values:

At Phantom Screens we value all our employees. We are committed to providing a safe and harmonious work environment, and all employees are required to help us achieve this by observing the following basic core principles of the organization:

**To speak the truth:** Conduct oneself with honesty, integrity, and morality

**To serve each other:** Treat co-workers with respect, dignity and fairness at all times

**To pursue excellence:** Encourage by example by demonstrating commitment and dedication in all that you do

**To practice stewardship:** Respect our working environment and the tools we are provided to do our job

### Position Requirements:

- Strong analytical, quantitative, and problem-solving skills

- Experience in cost and management reporting
- Knowledge of and experience with Lean Accounting methods would be an asset
- Commitment to ongoing professional development
- Advanced spreadsheet skills and proficiency in the use of computer systems and software
- Superior interpersonal and communication skills; interacting comfortably and confidently in writing or orally with internal and external contacts at all levels.
- Ability to effectively interface with all levels of management
- A strong desire to work collaboratively within a team environment is essential; but equally comfortable working independently
- A genuine desire to provide superior customer service and use of sound judgment to evaluate and analyze information, and effectively resolve customer issues with a minimum of supervision.
- Organized, methodical and able to remain calm and focused; is able to accomplish multiple and changing priorities by appropriately structuring workflow.
- A keen understanding of the need to maintain confidentiality when coming into contact with sensitive information.

**Academic Achievements and Work Experience:**

Two to five year's experience as a cost accountant or an equivalent amount of experience as a financial analyst within a manufacturing environment are essential. A completed university degree in accounting or finance is essential and advanced standing in the CPA program of studies would be a significant asset.