

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Financial Analyst

Reports to: Director, Financial Services

Status: Exempt

Salary Range (based on qualifications and experience): \$95,000 - \$115,000

Schedule: 9/80 Work Schedule

General Description:

Under the supervision and direction of the Director of Financial Services, this position will compile and analyze the Airport's financial data, perform financial research, and update financial reports, models, and forecasts to help provide relevant data to senior/executive management in their decision making processes to achieve the Airport's financial objectives.

Essential Job Functions:

Typical Tasks

- Compile and analyze data from financial, operational, and external sources.
- Maintain and regularly update financial models.
- Prepare or assist with the preparation of monthly, quarterly, and annual financial reports.
- Identify and analyze trends, utilizing statistical analyses, to develop and maintain financial metrics and forecasting models.
- Develop automated financial reporting/forecasting tools to increase productivity and efficiency.
- Perform research and analyses as may be required by senior/executive management.
- Assist in the annual budgeting process.
- Monitor and maintain ongoing actual financial transactions to the adopted fiscal budget and other forecasted data.
- Prepare presentations or reports on results of analyses performed.
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel/data visualization dashboards.
- Perform additional tasks as required.

Minimum Qualifications:

Employment Standards

- Bachelor's degree from an accredited college or university in Statistics, Data Analytics, Accounting, Finance or Business Administration; *AND*
- Five plus years of full-time, paid relevant accounting experience with governmental agencies *and/or* paid professional experience in financial planning, analysis, and modeling.
- Experience working directly with ERP systems and creating query-based reports.
- Airport and/or transportation industry experience a *plus*.

License and Special Requirements:

- Possession of a valid California Driver's license.

- Obtain and maintain security clearance as required by role and TSA regulations.
- Certified Public Accountant (CPA) a *plus*.

Supplemental Information:

Knowledge of:

- Advanced statistical analyses methods.
- Zero-based budgeting.
- Intermediate to advanced financial accounting along with the ability to understand and analyze financial data and the basic financial statements.
- Advanced statistical and data visualization tools such as R, Tableau, Microsoft Power BI a *plus*.

Demonstrates:

- Strong analytical skills and demonstrated ability to perform research that involves interpretation and analysis.
- Advanced proficiencies in Microsoft Excel, Word, and PowerPoint.
- Excellent communication, interpersonal, and presentation skills, ability to present complex financial information.
- Organizational skills and ability to prioritize work efficiently to meet schedules and deadlines.
- Ability to develop and maintain cooperative, effective working relationships with others.
- High level of attention to detail.
- Ability to work independently, as well as part of a team, and effectively communicate progress to senior and executive management.
- Ability to work in a fast-paced environment with tight deadlines.

Interested Candidates may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-L2DV9NP2N?source=HBWebsite&u=137146>