**Job Description**

**Job Title** | Senior Financial Analyst
--- | ---
**Classification** | Exempt
**Reports to** | CFO
**Date** | 8-26-2022

---

**SUMMARY**
The primary functions are the month closing financial reporting and analysis, annual budgeting and periodic forecasting, and various internal projects. The Senior Financial Analyst will lead internal reporting to Korea HQ and should play a key role in the finance team.

**ESSENTIAL RESPONSIBILITIES**
- Full responsibility of monthly forecasts and annual budget
- Full responsibility for the preparation of monthly close financial analyses and reports
- Preparation of various management reports
- Provide financial statement analysis and explanations on variance
- Prepare for financial audit and coordinate the audit process
- Lead or participate in internal projects (IT, ERP, Internal process etc.)
- Other projects and tasks as assigned
- Internal: Directly reports to the CFO; Must be a strong team player and be able to work closely with accounting staff and all levels of management and support teams throughout entire company
- External: Will work closely with external auditors, some vendors, and independent contractors

**EDUCATION & EXPERIENCE**
- A Bachelors’ degree in finance or accounting, or a Bachelors’ degree in business with emphasis in finance or accounting, is required.
- A minimum of 5 years experience in corporate finance is required
- Experience with Sage accounting software preferred but not required

**KNOWLEDGE, SKILLS & ABILITIES**
- Must be extremely detail oriented and highly skilled in interpreting financial and numeric data.
- Must be fluent in Korean
- Must be highly proficient in MS Excel
- Must possess strong work ethic and self motivation
- Must be able to effectively communicate
- Must possess excellent work habits

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee

Date