

# Wolf River Development Company

## Financial Analyst

Class Description # 7009  
Grade: 12/Exempt  
Created: 08/22/18

## First Posting

Status: Regular/Full-Time  
Closing Date: 10/19/2018  
Minimum Pay Rate: \$20.39

**Second Postings:** are posted for a minimum of 5 days and are open to general public and current employees of MITW.

### GENERAL DESCRIPTION OF DUTIES

Under the direct supervision of the Wolf River Development Company General Manager; this position shall analyze financial status by collecting, monitoring, and studying data; recommending actions.

### EXAMPLES OF ESSENTIAL FUNCTIONS

Determines cost of operations by establishing standard costs; collecting operational data.

Identifies financial status by comparing and analyzing actual results with plans and forecasts.

Guides cost analysis process by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions.

Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.

Reconciles transactions by comparing and correcting data.

Maintains database by entering, verifying, and backing up data.

Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.

Increases productivity by developing automated accounting applications; coordinating information requirements.

Protects operations by keeping financial information confidential.

Maintains technical knowledge by attending educational workshops; reviewing publications.

Contributes to team effort by accomplishing related results as needed.

Attends meetings and special functions as necessary

Performs related duties as directed

### **MINIMUM TRAINING AND EXPERIENCE**

The Financial Analyst shall possess at least a Bachelor's Degree from an accredited institution in Finance, Statistics, Economics or related field supplemented by two (2) or more years of experience; Master's Degree preferred; or equivalent business experience and 10+ years of progressively responsible experience for a major company or division of a large corporation.

### **SPECIAL REQUIREMENTS**

Experience with Corporate Finance, Developing Standards, Quality Management, Problem Solving, Process Improvement, Cost Accounting, Statistical Analysis, Financial Planning and Strategy, Reporting Research Results, Requirements Analysis, Financial Skills

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to hypothesize, theorize, assimilate to modify or adapt existing policies/methods to meet unusual conditions within context of existing theories and management principles.

**Human Interaction:** Requires the ability to convince, influence, sell, train, monitor – in favor of a desired outcome. Ability to act as a lead person.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires a level of comprehension and expression to read, understand, write, and speak involved with advisory and consulting data and information associated with organization development, economic analysis, financial statements, non-routine correspondence, eligibility guidelines, product specifications, marketing guidelines, investment prospectuses, consumer reports, tax manuals, technical operating manuals, materials utilization schedules, policies, and laws.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs. May require preparing descriptive statistical reports requiring the calculation of mean, mode, range, median, variance and standard deviation of the reported data in the forms of graphs and charts.

**Functional Reasoning:** Requires applying an understanding of logical principles to analyze and to recommend solutions to organizational situations. Involves work requiring analysis of varied problems wherein recognized general principles may be inadequate to determine their solution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **BEHAVIORAL EXPECTATIONS**

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.

**WOLF RIVER DEVELOPMENT COMPANY  
P.O. BOX 910  
KESHENA, WI 54135 or CALL (715) 799-5016  
\*\*\*APPLY ON LINE\*\*\*  
[www.menominee-nsn.gov](http://www.menominee-nsn.gov)**

**\*\*\*SELECTION PROCESS IS IN ACCORDANCE WITH ORDINANCE 82-10\*\*\***

**H.R. Approval: \_\_\_\_\_**