

## **Accountant / Financial Analyst**

DATROSE seeks an experienced Accountant / Financial Analyst to join its corporate headquarters in Webster, New York. DATROSE provides Human Resources, Finance / Administrative and Document Process Outsourcing solutions to Fortune 1000 customers. With a staff of more than 800, located in 25 states, DATROSE serves numerous medium to large clients, nationwide.

Primary responsibilities will include providing financial support across all functional departments of the company: preparing, analyzing, and developing weekly/monthly reporting used for route reporting and in executive management meetings; ensuring the accuracy of weekly/monthly reporting; gathering requirements and aiding in the development of new management reporting; driving planning and budgeting sessions.

### **Roles and Responsibilities:**

- Develop budgets and forecasts for the most complex expense categories
- Complete monthly results analysis. Review revenue and expense budget and forecast variances and work with colleagues to understand short and long term impacts
- Perform complex financial analysis, including sensitivity modeling, of proposed operational programs and business cases to assess the financial viability & associated risk of proposals.
- Provide financial analysis and counsel for management sizing the impact of resource utilization & change in operational procedures.
- Review and analyze new processes & procedures including the modifications and process improvement of existing procedures.
- Recommend corrective courses of action through detailed analysis and take action within defined scope.
- Support in the design and operation of systems to provide the business results required.
- Develop and manage reporting processes to communicate operating results.
- Direct interaction with mid-level and some senior executives.
- Tracking of Accrued & Prepaid Expenses
- Tracking of Accrued Liabilities
- Additions/Deletions to Fixed Assets
- Borrowing Base Certificates (weekly)
- Estimated Unemployment Calculation
- Profitability Analysis

### **Desired Qualifications:**

- Bachelor's degree or Master's degree (preferred) in Finance, Accounting or related quantitative/financial discipline;
- High level of analytical skills;
- Proficient in Excel, Microsoft Access and other analytical tools; working knowledge of Southware ERP desired;
- Detail oriented, highly motivated with strong work ethic;
- Knowledge of accounting, budgeting, and cost control principles;
- Desired expertise in costing, forecasting and planning models;
- Ability to provide insightful analytics to executive management;
- Ability to assimilate broad source of data into planning models;
- Ability to identify variances and unusual trends;
- Ability to analyze financial data and prepare financial reports, statements, and projections.

We are committed to diversity and the strength it brings to the workplace. DATROSE is an equal opportunity employer!