



JOB DESCRIPTION: Business Analyst
DEPARTMENT: Accounting
REPORTS TO: Department Manager
TYPE: Full Time
DATE UPDATED: October 18, 2017

JOB SUMMARY for BUSINESS ANALYST:

The **Business Analyst** is a new role within the Accounting Department team and will be responsible for a variety of duties at Urner Barry. The **Business Analyst** duties will concentrate on the provision of management information and the monitoring of this information. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS for BUSINESS ANALYST (include, but not limited to):

- Key performance indicators, emerging financial trends
- Budgeting & forecasting
- Monthly management accounting
- Variance analysis

QUALIFICATIONS for BUSINESS ANALYST:

- **Bachelor's Degree or Higher in Accounting or Finance**
- **CPA or MBA a plus**
- **3 plus years' experience preferred**
- Advanced knowledge of PC Windows environment including Microsoft Excel and Word
- Troubleshooting skills
- The ability to work under pressure
- The ability to multitask
- The ability to complete assignments within a given time-frame

CHARACTER for BUSINESS ANALYST:

- Smart, flexible, diligent, professional
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

COMPENSATION:

- Salary
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

SUBMIT RESUME TO: Human Resource Manager
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