



Job Description: FP&A Analyst (with Manager experience)

Department: Operations
Reports To: Director of Operations
FLSA Status: Exempt
Level: IC/S1-S2

General Purpose

Responsible for providing senior management including the CEO with the analysis and information they need to make major operational, financial, and strategic decisions; Provides timely, fact-based, data-driven decision support to help drive critical decisions.

Essential Duties

Duties include, but are not limited to the following:

- Performs quantitative analysis of operational and financial data.
- Builds and manages financial databases by organizing and analyzing a wide range of data sources.
- Prepares financial reports for internal use at the company by collecting, analyzing, formatting, and presenting information.
- Engage with leadership regarding business strategy, financial analysis, annual planning, etc.
- Collaborate with other teams on process improvement projects.
- Evaluates new projects and investment opportunities by comparing them with each other.
- Builds budgets and forecasts of future company performance.
- Builds and maintains a corporate financial model that details the entire company's operations and projects future performance.
- Values the company's assets by appraising their current condition and useful life.
- Performs ad hoc analysis for senior leadership including CEO as required.

Required Knowledge, Skills, and Abilities

- Knowledge of Sonny's Brand and the restaurant industry.
- Have a solid understanding of financial statements and accounting principles with a high aptitude and enthusiasm for problem-solving through quantitative modeling and analysis.
- Strong Excel skills with a deep understanding of model architecture, formula efficiency, and pivot tables; Strong skill with Microsoft tools including Microsoft Power BI, Azure/SQL, and extensive data modeling experience; Experience combining different data sources.
- Strong interpersonal, teamwork, reasoning, listening and communication skills.
- High drive, sense of urgency, and initiative; ability to produce results and accomplish goals in a fast-paced, changing work environment.
- Strong critical thinking skills.
- Strong skill in reading, writing, math, analyzing systems, and interpreting general business documents.
- Ability to understand or build financial models to plan, measure and forecast the business; Models with accuracy and high attention to detail.
- Ability to understand business questions and making data driven insights; Ability to communicate analytical information so others will understand.
- Ability to work independently and collaboratively with other departments.

- Ability to prioritize, organize and manage multiple projects with sensitive deadlines and changing environment; Ability to adapt with change, deal with high stress situations, and be flexible.
- Must display integrity, strong work ethic, and professional demeanor.
- Must be dependable and reliable.
- Ability to comply with federal, state, and local regulations, and company safety policies.
- Must have and maintain reliable transportation, a valid driver's license, safe driving record, and 100/300 insurance coverage (if driving a personal vehicle).

Required Education and Experience

- Bachelor's Degree in Finance, Accounting, Business, or related field; or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- 1-5 years of management experience in a financial role. 7+ years of experience in a finance role including software/enterprise/modeling.
- Experience with forecasting and financial modeling.
- Hands-on experience with financial and visualization software.
- Demonstrated experience using quantitative analysis to impact key business decisions.
- Previous experience performing tasks found in the Essential Duties above.
- Current CPA (preferred, not essential)

Physical Demands and Working Environment

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job in the office, the FP&A Analyst is frequently required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop or kneel; and talk or hear. The team member will work in a well-lit, open environment.

The work may involve some bending, standing, or walking. Job duties are not hazardous or physically strenuous. However, the work sometimes is performed under pressure when the stress of deadlines occurs.

The noise level in the work environment is usually moderate. Vision abilities required by this job include close vision and the ability to adjust focus. The FP&A Analyst may frequently lift and/or move up to 20 pounds.

While performing the duties of this job in the stores, the FP&A Analyst works with or near moving mechanical parts, may be exposed to wet and/or humid conditions, and is requested to work with cleaning chemicals which can be toxic and/or caustic. He/she may be exposed to temperatures between 0° and 100°.

Occasional travel in a car may be needed in this position.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a detailed list of all responsibilities. SFC conducts annual reviews of duties and reserves the right to make changes as business needs dictate.

EOE

I have read and acknowledge that I am responsible for the duties within the attached FP&A Analyst Job Description:

Signature_____

Print Name_____

Date_____