

# Houstonfirst

## Job Posting

<b>Job Title:</b>	<b>Sr. Financial Planning Analyst</b>
<b>Department:</b>	<b>Finance &amp; Administration</b>
<b>Reports To:</b>	<b>Chief Financial Officer</b>
<b>Location:</b>	<b>Partnership Tower, 701 Avenida de las Americas</b>
<b>Hours:</b>	<b>8:00 am to 5:00 pm, Monday through Friday</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Updated:</b>	<b>2021</b>

**Summary:** Corporate financial and statistical planning, analysis, modeling, intermediate and long-term forecasting, report design, graphing and charting with financial software. Analyzes financial status by collecting, monitoring and studying data; recommending actions. Integrate predictive analytics and A / I tools to create financial forecasts from three months to 10 years. Financial planning and analysis in disruptive financial environment. Secondly, support Chief Financial Officer in report and presentation for board and other meetings as needed.

**Essential Duties and Responsibilities:** (individual duties, assignments and responsibilities required of the position)

- Assist CFO in each of the areas under the purview of the Finance and Administration Department. This includes but is not limited to:
  - Forecasting, utilizing predictive analytical tools and spreadsheet modeling, as well as updating and training others in the use of these tools.
  - Identify and evaluate artificial intelligence and predictive analytics tools appropriate for the Finance Division.
  - Identifies financial status by comparing and analyzing actual results with plans and forecasts.
  - Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
  - Reconciles transactions by comparing and correcting data.
  - Guides cost analysis process by establishing and enforcing policies and procedures; explaining processes and techniques; recommending actions.
  - Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
  - Analyze current and past financial data and performance.
  - Exploring and evaluating investment opportunities.
  - Protects operations by keeping financial information confidential.



- Maintains technical knowledge by attending educational workshops; reviewing publications.
- Coordinating with other members of the finance team to review financial information and forecasts.
- Review (and assist in gathering information for) monthly reports for accuracy, e.g., dashboards, accountability reports.
- Contributes to team effort by accomplishing related results as needed.
- Work with VP of Business Intelligence and Revenue Strategies on forecasting, modeling and hospitality market analysis. Prepare the weekly and monthly STR Critique.
- Work with the IT department's Sr. Business Applications Analyst on design, implementation, query and report writing in BI 360 and other tools.
- Interact with outside consultants on HOT forecasting.
- Work with Director of Strategic Planning on grant writing.
- Other duties and special projects as needed

**Supervisory Responsibilities:** (personnel supervision, budgets, performance, etc.)

- This position has no personnel supervisory responsibilities; however, may assist in recruiting, selecting, orienting and training employees.

**Education and/or Experience:** (special training, certifications, college degree, etc.)

- Minimum of Bachelor's degree in Accounting, Finance or IT.
- Eight to 10 years of experience in finance and / or IT.

**Knowledge, Skills and Abilities:** (technical, communication, interpersonal, etc.)

- Computer literacy with advanced knowledge in Excel and Power Point, BI 360 and other report writing applications.
- Budget software experience with preference given to experience in Budget Maestro
- Excellent written and verbal communication skills
- Strong math and analytical skills
- Strong attention to detail and follow up
- Ability to interact effectively with all levels within the organization
- Must be able to effectively multi-task in a fast-paced deadline focused work environment

**Work Environment:** (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.
- Extra hours may be required to meet various deadlines and during year-end closing, annual budget and audit.

**MISCELLANEOUS:**

- Must pass a pre-employment drug test.



**ANNUAL SALARY:** Commensurate with experience

**BENEFITS:** Medical, Dental and Vision insurance  
401(K) (100% match up to 6%)  
Paid Holidays (10 Days)  
Paid Time Off (120 hours first Year)  
Health Reimbursement Account and Flexible Spending Account  
Tuition Reimbursement (Up to \$5,200.00 annually)  
Paid Basic Life & Accidental Death and Dismemberment  
Paid Short-term and Long-term Disability Pay

**POSTING DATE:** September 10, 2021

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application, and resume, to Human Resources at [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*

An equal opportunity employer.

