

Job Title	Commercial Finance Analyst
Business Unit	ODC
Function/Region	USA Finance
Location	Home-Based / New York, NY Office / Edison, NJ Office
Leader	Commercial Finance Manager / Director
People Leadership	No
Job Level	5
Role Purpose	
Assists Commercial Finance Director or Manager in executing Division objectives by helping compile Financial Reports and Analysis and working with other teams to assist Commercial Finance Director or Manager in gathering performance insight.	
Accountabilities	
<ul style="list-style-type: none"> • Produces regional financial package in accordance with established guidelines and works with commercial team members to ensure the adequacy of supporting rationale for business drivers. • Records minutes of financial reviews and assists Commercial Finance Director/Manager with follow up and execution on outstanding action items. • Validates business plans and forecasts in our systems. • Prepares supporting analysis to help verify and challenge inputs to plans and forecasts. • Assists with the identification of performance gaps against KPI benchmarks and assists with driving correction of results for Division. • Manages organizational costs within the Divisions with specific responsibility for tracking T&E and Meeting budgets. • Serves as Division compliance champion and works closely with Central compliance team to ensure adherence of regional employees with policy. • Maintains procedural guidelines for Commercial Finance within the divisions and continually educates Commercial teams on guidelines. • Clearly understands regional policies and is a first point of contact for divisions in helping understand. • Assists corporate finance team in auditing and identifying policy violations in the divisions. 	