

<b>Job Title</b>	<b>Commercial Finance Analyst USA</b>
<b>Business Unit</b>	ODC
<b>Function/Region</b>	USA Finance
<b>Location</b>	New York, NY Office
<b>Leader</b>	Commercial Finance Manager – USA & National Accounts
<b>People Leadership</b>	No
<b>Job Level</b>	5
<p><b>Role Purpose</b>  Assists Commercial Finance Manager - USA &amp; National Accounts in completing reports and analysis in support of the total US roll-up of commercial finance planning and reporting. Assists with driving consistency in process of measurement and evaluation of performance across US Commercial team.</p>	
<p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Assists Commercial Finance Manager - USA &amp; National Accounts in producing regular national commercial finance reports in a consistent and repeatable format.</li> <li>• Records minutes of national commercial performance meetings and assists Commercial Finance Manager - USA &amp; National Accounts with follow up and execution on outstanding action items.</li> <li>• Supports Commercial team roll-up of APCMI spending and analysis and fees analysis into Marketing Finance in order to produce consolidated views of brand investment.</li> <li>• Prepares consolidated national planning and forecasted P&amp;L's and assists with trouble-shooting budgeting and planning consolidation issues and seeks to resolve performance gaps within Division.</li> <li>• Supports Commercial Planning and Commercial teams in preparing APCMI budgets and forecasts and entering into TPM systems.</li> <li>• Coordinates national views of compliance reporting and T&amp;E requirements and drives accountability for adhering to guidelines.</li> <li>• Detects and monitors errors in PO process and educates PO owners and assists with corrective actions and educates employees in order to promote better compliance in the future.</li> <li>• Supports accounting team by validating and preparing supporting accrual schedules for monthly APCMI postings.</li> </ul>	