



JOB TITLE: Senior Financial Reporting Analyst

DEPARTMENT: Finance

CLASSIFICATION: Exempt

Job Summary:

The Senior Financial Reporting Analyst is responsible for the preparation of external and internal financial reports to support the Company and regulatory filings on a monthly, quarterly, and annual basis. This role directly collaborates with the Financial Reporting Manager, Controller and other accounting groups to ensure accounting processes are functioning efficiently and accurately, and to investigate questions from executives concerning financial results.

ESSENTIAL JOB DUTIES:

- Using the financial system reports and other financial information, supports the Financial Reporting Manager as the main point of contact for assigned departments.
 - Prepares monthly, quarterly, and annual financial information.
 - Provides department contacts with assistance in identifying and analyzing variances.
 - Communicates findings to Financial Reporting Manager and Controller, while also assisting with the preparation of reports.
- Works closely with the General and Project Accounting groups to help to resolve any accounting issues that may arise.
- Acts as lead to provide support and assistance to the Financial Management and External Reporting groups in preparation of Company's internal and external financial reports, board of director presentations, etc.
- Assists Manager with providing training and guidance to Junior Analysts.
- In conjunction with the Manager, identifies opportunities for improvement to the reporting process, and develops, implements, and manages project plans to actualize change.
- Provides support and assistance to the external auditors in connection with the audit of the company.

REQUIRED SKILLS:

- Ability to build relationships and effectively interact with other accounting and non-accounting departments to achieve shared goals.
- Strong organizational skills required to manage multiple, concurrent tasks, as well as the ability to prioritize in a dynamic environment to meet strict deadlines.
- Must possess strong analytical skills and the ability to perform complex calculations, understand accounting impact and implications of transactions and perform complex reconciliations of large volumes of data.
- Competent and knowledgeable with programs and applications such as Microsoft Office, Visio, Oracle, SharePoint, etc. and able to quickly learn new systems technology
- Strong written and oral communication and presentation skills necessary (English and/or Spanish).
- Follow all policies and procedures.
- Performs other duties as assigned.

EDUCATION:**Required Education**

- Bachelor's degree in Accounting, Finance or Business Administration

Preferred Education

- Master's degree in Accounting, Finance or Business Administration

EXPERIENCE:**Required Experience**

- Minimum of 8 years of experience in a similar role

Preferred Experience

- Experience in regulated utility accounting
- Experience with Oracle
- Experience with GL Wand or similar Excel based reporting tool
- Advanced MS Excel skills
- + 10 years of experience in a similar role

TRAVEL REQUIREMENTS:

- Travel: Occasional
- Overnight required: Occasional

EXIGENCIAS FÍSICAS:

- Posición estacionaria - Frecuentemente
- Empujar/tirar/alcanzar - Rara vez
- Trepar - Rara vez
- Arrodillarse - Rara vez
- Agarrar - Rara vez
- Agacharse - Rara vez
- Levantar/transportar más de - Menos de 5 libras
- Visión - 20/20 de visión corregida
- Audición - Recibe información detallada si se le habla

WORKING CONDITIONS:

- Wet or Humid – N/A
- Working near or on moving mechanical parts – N/A
- Working near or on heavy machinery – N/A
- Working in high places – N/A
- Exposed to fumes or airborne particles – N/A
- Exposed to toxic or caustic chemicals – N/A

- Frequency of working in outdoor weather conditions – N/A
- Work with electricity – N/A
- Work with explosives – N/A
- Work on or near a source of radiation – N/A
- Loud noise conditions (above 87dB) – N/A
- Other Environmental Factors including weather conditions – None

PLEASE CONTACT: ALEXANDER COLÓN PÉREZ

HR RECRUITER ASSISTANT

alexander.perez@lumapr.com

NOTE: THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LISTING OF ACTIVITIES, DUTIES OR RESPONSIBILITIES THAT ARE REQUIRED OF THE EMPLOYEE. DUTIES, RESPONSIBILITIES, WORKING CONDITIONS, PHYSICAL DEMANDS, AND ACTIVITIES MY CHANGE OR NEW ONES MAY BE ASSIGNED AT ANY TIME WITH OR WITHOUT NOTICE.

LUMA PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND PROHIBITS DISCRIMINATION AND HARASSMENT OF ANY TYPE WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN, DISABILITY STATUS, GENETICS, PROTECTED VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.

THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION AND TRAINING.