

JOB DESCRIPTION



Job Title: Senior Financial Analyst
Department: Finance & Accounting
Reports to: EVP & Chief Financial Officer
Direct Reports: None
Date Prepared: August 2021

Job Summary	Responsible for providing analytical support for financial planning and analysis activities. May also assist in the development, maintenance and reporting of the company's financial plans and forecasts supporting all business segments to accomplish goals.
Essential Functions	<p><u>Primary Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Perform financial modeling: <ul style="list-style-type: none"> • Create models for various investment opportunities / acquisitions. • Proforma analysis including cash flow and debt / equity. • Net present value and discounted cash flow. • IRR analysis. • ROI and ROE related to acquisition and disposition strategies. 2. Perform asset and investment analysis: <ul style="list-style-type: none"> • Prepare multiple analyses for different investment scenarios. • Analyze investment opportunities. • Identify and report any material opportunities and / or risks to an investment based on financial performance and review. • Ground up development feasibility study. • Hold / sell analyses. 3. Market research and project due diligence to include demographic studies and various analyses of a varied subject matter. <p><u>Secondary Assignments As Needed:</u></p> <ol style="list-style-type: none"> 4. Assist in the preparation of monthly consolidated forecast: <ul style="list-style-type: none"> • Determine cash flow needs, including development and capital spending. • Manage timing of required cash. • Update monthly statistical assumptions. • Identify and report any material variances in costs and / or margins. • Prepare and analyze financial statements, including explanations of material differences from plan and changes to forecast for management on a monthly basis. 5. Assist in the development of long range plan: <ul style="list-style-type: none"> • Coordinate and assist in planning process. • Work with department heads to aid in the preparation of annual overheads and staffing needs. • Update all models annually in preparation of LRP. • Prepare and analyze management reports. 6. Review contracts and committed cost reports: <ul style="list-style-type: none"> • Confirm budgets, coding and committed cost reconciliations related to development contracts. • Identify proper financial approvals on all contracts and ensure all contracting procedures are being followed. 7. Assist in the company's insurance renewal process: <ul style="list-style-type: none"> • Evaluate company risks • Evaluate insurance policies and provide recommendations to management • Assemble materials for insurance renewals and potential new policies

	<ul style="list-style-type: none"> • Organize insurance submissions • Assist and provide support/oversight of claims processes • Work with external parties, including brokers, consultants, insurance auditors, and insurance adjustors.
Education and Experience	<ul style="list-style-type: none"> • Bachelor’s degree in Finance or Accounting required. • 2+ years of financial planning and analysis experience preferred. • Experience in a multi-divisional company that is publicly-traded is a plus.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Financial modeling and financial database management experience required. • Extreme proficiency in Excel is required. • Proficiency in Microsoft Project preferred. • Ability to effectively communicate and coordinate financial planning activities across all business units and support departments. • Entrepreneurial and disciplined work ethic. • Strategic thought process with attention to detail. • A strong desire to learn and continually improve work product.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.