

**Position:** Special Projects Analyst  
**Location:** reports to main office in Sullivan  
**Sullivan Office:** 8 South Washington, Sullivan IL

**Description:** The Analyst will be responsible for reviewing a variety of financial analysis projects and linking financial results to operational performance drivers while generating alternatives and driving positive change. This position will also have an active role in the annual and quarterly budgeting and forecasting processes. The candidate will be responsible for communicating results to the Head of Operations, Chief Financial Officer and Owner of MCC Network Services, LLC d/b/a Metro Communications

**Responsibilities:** (includes but are not limited to)

- Analyze, identify, and communicate financial trends and issues impacting the business on an ongoing basis and make recommendations.
- Evaluate monthly financial results including profit margins and cost efficiencies in various areas of the organization (including var. to budget, forecast and historical trends).
- Lead and manage various special projects aimed at improving reporting and improved efficiency on company financial projects.
- Modeling the financial impacts of a variety of business decisions and presenting options to business leaders. Helping drive process and cost efficiencies for business operations.
- Facilitate pricing models for sales team.
- Ensure all financial project deadlines are met.
- Identify opportunities for process improvement and policy development and engages in the design.
- Other duties as needed.

#### **Basic Qualifications**

- Must be dependable, reliable, and trustworthy.
- Friendly and professional with good computer skills.
- Interest in learning and becoming educated on all of our products.
- Organized and self-starter.

#### **Preferred Qualifications (not required)**

- Bachelor's degree from four-year college or university focusing in Accounting, Business Administration, Economics or Finance
- Experience in sales, financial analysis, reporting and budgeting/planning with proven track record of success.
- Knowledge of accounting functions or principles, general business practices, collection procedures, and/or applicable computer systems.
- Demonstrates ability to research, investigate, analyze, reconcile, and evaluate data.
- A passion for learning, continuous improvement, and personal growth
- Proven track record of being able to proactively identify opportunities or problems, facility understanding and negotiate mutually beneficial outcomes.
- Keen attention to detail, strong project management skills and ability to multi-task

#### **Benefits**

- Small business culture
- Working for a growing and respected firm
- Healthcare Benefits
- 401k Plan with Match Program
- Challenging Work

**All candidates agree to complete a selection assessment and pre-employment drug screen.**

Job Type: Full-time

Pay: \$38,000.00 - \$41,000.00 per year

