

**GUAYAKI**



**GUAYAKI YERBA MATE**

**JOB DESCRIPTION**

**Job Title:** Financial Planning & Analysis (FP&A) Analyst  
**Department:** Finance  
**Reports To:** FP&A Manager

**SUMMARY:** This role will be a key asset in the future growth of the company. This individual will assist the FP&A Manager with the Company's financial forecasting, budgeting, and analysis across multiple departments. Other responsibilities include providing strategic support to senior management including preparing financial presentations, capital expenditure analysis, KPI comparisons, development of the annual budget, forecasting and administration of Workday Adaptive Planning software, and other projects requested by senior management.

**DUTIES AND RESPONSIBILITIES:** The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Assist in all financial forecasting, budgeting, and analysis across business units and departments
- Support senior leadership by providing key detail from both historical data, current KPI performance, and future modeling results
- Analyze revenue, cost of sales, capital expenditures, headcount, and additional expenses
- Support the development of the Annual Budget and periodic forecasts and help to enhance modeling capabilities
- Administer and develop modeling in the Workday Adaptive Planning software tool
- Partner with Accounting organization to ensure accurate classification of transactions
- Contribute to the creation of financial presentations and supporting reports with relevant KPIs for senior team members inclusive of monthly/quarterly business reviews, executive reviews, etc.
- Support the organization through ad hoc analysis

**QUALIFICATIONS:**

- 5+ years of finance experience, specifically in budgeting and forecasting
- Bachelor's degree in Finance, Economics, or Accounting required
- MBA, CPA, or CFA preferred
- Proficiency with MS Office, especially Outlook and Excel
- Experience with Workday Adaptive Planning platform preferred
- Strong attention to detail and accuracy
- Able to communicate in a professional manner, both orally and via email, in English
- Proven organizational and time-management skills

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to write by hand, use phone, use computer keyboard and mouse extensively

- Manual wrist and finger dexterity and wrist-finger speed sufficient to perform repetitive actions for extended periods of time
- Ability to effectively communicate by hearing continuously and speech in a manner which can be understood by a diverse population
- Ability to give and follow verbal and written instructions with attention to detail and accuracy
- Must have visual acuity near and far (20 inches to 20 feet), depth perception, field of vision, ability to focus on an object, ability to identify and distinguish colors
- Ability to sit or stand for extended periods of time (minimum periods of one (1) hour at a time)
- Ability to grasp, hold and pick up and reach with hands and arms
- Ability to coordinate multiple tasks simultaneously

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

*Guayaki Yerba Mate is committed to equitable prosperity and dignity for all people.*

*We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.*