

Position Title: Financial Analyst

Location/Department: Chicago / Channel & Zone 11

Reports To: Director, Sales Finance

Date: 7/26/10

Band: F2

Job Posting #: 10-121

POSITION SUMMARY:

This position will be responsible for supporting the Director, Sales Finance in matters relating to Planning, Reporting and Analysis, Accounting, Business Information Support. The position will act as a business partner with the Director of Sales Finance in all financial and operational matters that support the Zone and Channel Sales Team and Sales Finance.

RESPONSIBILITIES:

Channel:

- Maintain and analyze Channel SG&A Analysis. Identify any potential issues and review with Director, Sales Finance monthly. Prepare journal entries to correct any errors.
- Review all Commission invoices. Ensure that the amount invoiced matches what has been earned. Prepare the invoices for payment. Serve as main conduit with the Brokers as it pertains to Commissions.
- Work with the various Channel teams to ensure that the Non-Price Tracking file has been updated and accurately reflects YTD expenses that are on the General Ledger. Research and correct any errant entries.

Zone 11:

- Under the direction of the Director of Sales Finance lead the monthly close process; this includes the Autopay for depletion deals, and Non-price accrual process. On a monthly basis develop journal entries to post Other Price Support accruals, SG&A accruals, and reclassification entries that are required to be manually posted. On a monthly basis complete the Balance Sheet analysis.
- Research variance issues in areas such as Geographical and rate mix, Discounts and Allowances, Promotions, Local Non Price Support, and SG&A. Provide written analysis to Director, Sales Finance upon request.
- Sales and Financial reporting for month-end and quarter reviews
- Reconcile Distributor Accounts Receivable statements on a monthly/quarterly basis and review issues with the Director of Sales Finance, Zone General Manager, and Sales Directors.
- Perform ad-hoc analysis under the direction of the Director of Sales Finance
- Provide analytical support to Zone 11 team members as requested.

Planning and Analysis:

- Under the direction of the Director, Sales Finance, support the Planning and Forecasting process. Includes analytical support for strategy development and tactical planning, preparation of presentation, and oversee the data management of our planning and forecast systems.
- Support the Director, Sales Finance and Sales Division as it relates to the follow up on the impact of the financial decisions that have been implemented. Examples include analysis of fiscal year comparison of brand, tier, post-analysis of price changes, pricing and distribution opportunities through IRI/AC Nielsen.

QUALIFICATIONS:

- **Education/Experience** - Bachelors in Finance/Accounting.
3-5 years combined experience in financial analysis and accounting
Proven analytical skills and solid knowledge of key finance and accounting concepts.
- **Technical** – Strong PC proficiency, including extremely strong Excel skills. Hyperian experience a plus
- **Professional** - Excellent communication and interaction skills, both verbal and written. Highly motivated, change oriented individual who excels in a dynamic environment and can handle priorities and timelines. Ability to travel approximately 5-10%

PHYSICAL REQUIREMENTS / OTHER

- Must be able to stand, walk, sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear.
- Must have close vision, distant vision, ability to adjust focus, peripheral and color vision.
- Must be able to work in an office environment primarily but periodically required to work in a warehouse environment with variable temperatures and lighting.

APPLICANT PROCEDURE:

All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

Human Resources
staffing@cwine.com
Refer in subject line: Financial Analyst Chicago

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