



Approved by:
Approved date:

Key Accountabilities

Job Title: Financial Analyst
Department: Repair - 9507
Reports to: Repair Vendor Manager

Jobcode:
FLSA status: Exempt

JOB SUMMARY

Supports management through analysis of Warranty and Repair leakage (ineligible claims and mis-coded repairs) to determine root cause. Create reporting related to repair invoices and identify trends for Repair, Warranty and Diamond Bond.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- Performs analysis of current claims and repair coding as compared to eligibility standards and assists in the projection of future trends
- Responsible for projects that can provide improvements to Specialty Risk processes, and thereby may lead to opportunities to increase profitability
- Gathers information from various sources in order to compile data into various scheduled and ad hoc reports, including any rolling monthly and weekly reports
- May work closely with IT regarding report writing and acquiring data for report writing
- May make recommendations to immediate supervisor regarding the relation with vendors or other external affiliation
- Maintain current distribution lists for all reports
- May offer guidance regarding the department's programs and applications

EDUCATION and EXPERIENCE

- Bachelor's degree in Business or related field with 2 years or more of finance or financial audit experience desired
- Previous financial modeling experience desired, preferably in retail

QUALIFICATIONS

- Advanced proficiency in MS Office with an intermediate proficiency with MS Access
- Ability to learn Zales' financial and merchandising systems (Business Objects and Hyperion) quickly with on-the-job training
- Strong analytical skills with strong communication skills (both written and verbal)
- In-depth retail/financial math skills
- Self-motivated with an ability to work within a collaborative and innovative environment
- Good verbal and written communication skills

PHYSICAL DEMANDS

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.

- Must be able to work at a computer for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General office conditions