

FINANCIAL /MARKETING ANALYST

JOB DESCRIPTION:

Prepares daily, weekly, monthly, and quarterly standard management reports, including but not limited to: Daily Operating Report, FTE/Payroll Analysis, Marketing Post-Forma Analysis, Casino and Customer Analysis, Market Revenue Reports and Inception Report.

Prepares ad hoc and non-recurring reports, graphs, and metrics.

Provides assistance in budget preparation, forecasting, financial analyses, and productivity/labor analysis.

Perform other job related duties as assigned.

JOB REQUIREMENTS:

Required:

Bachelor's degree in Business or related field and/or equivalent work experience.

Knowledge of Finance/Accounting Reporting.

Ability to learn various computer systems quickly.

Able to make decisions and work independently.

Maintain confidentiality of sensitive information while complying with all Company rules and regulations.

Excellent organizational skills to function reasonably under time constraints and within established deadlines with attention to detail.

Able to manage numerous projects simultaneously at various stages of development.

Establish and maintain an effective working relationship with employees.

Prolonged walking, standing and bending; ability to remain seated before a computer monitor for extended periods of time.

Excellent customer service skills.

Have interpersonal skills to deal effectively with all business contacts.

Professional appearance and demeanor.

Intermediate knowledge of Excel. Basic knowledge of Access, Outlook, Word, and PowerPoint.

Able to effectively communicate in English, in both written and oral forms.

Preferred:

Previous experience working in a similar resort setting.

Resumes may be e-mailed directly to aleazer@margaritaville-bc.com