



Position Title: Jr. Financial Analyst
Department: Finance
Supervisor: Director of Finance & Planning

Human Resources Representative: Melissa Getz, Human Resources Director. Applicants can submit a resume via e-mail to hronline@javitscenter.com or fax to (212) 216-4484.

Located on Manhattan's West Side, the Javits Center is the busiest convention center in the United States, hosting a variety of events that support New York's hotel, restaurant, tourism and transportation industries. Designed by I.M. Pei & Partners, the iconic venue opened in 1986 and has since become New York's primary venue for large conventions, trade shows and special events, attracting millions of visitors from around the world each year. These large-scale events generate more than \$2 billion in annual economic activity for New York City and New York State and support as many as 18,000 jobs in and around the facility. Operated by the New York Convention Center Operating Corporation (NYCCOC), the Javits Center has 760,000 square feet of total exhibition space, 102 meeting rooms and four banquet halls, as well as a range of technology services, including Wi-Fi access.

Position Summary: We have an exciting opportunity for a highly motivated individual with strong technical and analytical skills, capable of working independently with minimal supervision. This is a newly created role that is critical in supporting our Director of Finance & Planning. The functions of the Jr. Financial Analyst are as follows:

- Analyze financial data by collecting, monitoring and creating financial models for decision support.
- Research and prepare variance analysis and explanations.
- Assist with the capital budgeting and expenditure planning process.
- Analyze current and past trends in key performance indicators including all areas of revenue, cost of sales and expenses.
- Perform budgeting variance and forecasting analysis for various levels of management.
- Maintains and coordinates group completion of monthly financial review templates and meetings.
- Prepare monthly financial package for senior management and board of directors.
- Assist with Preparing financial reports with reliable conclusions that management can use to implement more effective operational strategies.
- Assist in annual Budget and long-term Strategy Plan processes.
- Assist with annual forecast, event metrics, union contract and pricing analysis.



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- Work closely with the accounting team to ensure accurate financial reporting.
- Increases productivity by developing automated reporting/forecasting tools.
- Miscellaneous reporting and analysis in support of other financial and business priorities as needed.
- Ad-Hoc Reporting and other special projects as needed.

POSITION SPECIFICATIONS

- Bachelor's degree in finance/accounting or related field.
- 1-3 years of financial planning and analysis or other relevant experience.
- Strong analytical and financial modeling skills.
- General knowledge of accounting procedures, reporting and expense analysis, and journal posting.
- Understanding of internal controls.
- Advanced Microsoft Excel and PowerPoint skills, working knowledge of Oracle preferred.
- Strong interpersonal skills, including written and oral communication skills.
- Ability to adapt quickly and learn new tasks independently. Ability to multitask and consistently meet deadlines.