



Job Title: Financial Reporting Analyst
Department: Financial Reporting
Reports To: Financial Reporting Manager
Supervises: N/A
Job Group: Professionals
Exempt or Non-Exempt: Exempt

Job Description:

The Financial Reporting Analyst is responsible for preparing, analyzing, and improving financial reporting processes that support accurate, timely, and meaningful reporting across the organization. This position requires strong technical accounting knowledge, sound professional judgment, and the ability to independently manage recurring reporting responsibilities, support external audit and tax deliverables, analyze complex financial information, and partner with accounting, finance, operations, and leadership teams to provide clear financial insights and recommendations.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Prepare, review, and analyze monthly, quarterly, and annual financial reports, ensuring reported results are accurate, complete, well-supported, and useful for management decision-making and external reporting needs.
- Independently compile, validate, reconcile, and interpret financial data from multiple systems and sources; identify inconsistencies, investigate root causes, and drive timely resolution.
- Lead or provide significant support for annual external audit activities, including preparation and review of supporting schedules, account analyses, audit documentation, financial statement support, and responses to auditor inquiries.
- Support tax return preparation and related compliance activities by preparing complex schedules, reviewing financial information for accuracy, and coordinating documentation requests with internal teams.
- Research, analyze, and explain financial variances, trends, and account activity; develop clear conclusions and recommendations for management review.
- Identify opportunities to improve reporting processes, templates, reconciliations, and internal controls; help implement solutions that increase accuracy, efficiency, consistency, and scalability.
- Serve as a knowledgeable resource to accounting, finance, operations, and other internal teams by answering reporting questions, resolving complex issues, and providing practical financial guidance.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.

- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training to develop and advance knowledge base and skill set.
- Participate in all company/location-driven communication efforts, including open book meetings, huddles, department meetings, and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Bachelor’s degree in accounting required; CPA, CMA, MBA, or equivalent advanced certification preferred.
- Minimum of four years of progressive accounting, finance, audit, or financial reporting experience required; experience in a complex, multi-entity, or multi-location environment preferred.
- Strong working knowledge of GAAP accounting concepts, financial statement preparation, reconciliations, variance analysis, and financial reporting practices.
- Demonstrated ability to analyze complex financial data, identify trends, evaluate unusual activity, and develop clear, well-supported conclusions and recommendations.
- Ability to work independently, prioritize competing deadlines, manage recurring and ad hoc reporting responsibilities, and maintain accuracy in a fast-paced environment.
- Advanced proficiency in Microsoft Excel required; experience with ERP systems, reporting tools, data queries, Power BI, or similar financial systems preferred.
- Excellent verbal and written communication skills, including the ability to explain complex financial information clearly to accounting and non-accounting audiences.
- Strong attention to detail, professional judgment, ownership, and ability to maintain confidentiality of financial and business information.
- Collaborative team player with the ability to build effective working relationships, provide guidance to others, and contribute to continuous improvement efforts.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			

Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?				X
Simple Grasping				X
Power Grasping	X			
Fine Manipulation				X
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:			X	
0-10 lbs.	X			
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			