

Manager Approval: _____
Date Signed: _____
HR Approval: _____

JOB DESCRIPTION

Job Title:	Business Analyst
Division:	Corporate
Reports to:	VP Business Analysis and Review
FLSA Status:	Exempt
Last Revised:	05/08/2023

JOB PURPOSE:

Utilize data to perform financial and operational analyses to make recommendations to management in support of business and strategic initiatives.

ESSENTIAL FUNCTIONS:

- Emphasize technology and the integration of data sets to create value-added business insights in support of corporate strategy
- Provide business units with problem solving and analytical support as required. Partner with functional unit management and personnel to provide analytical expertise and actionable insight to achieve the Company's goals, streamline business processes, and improve financial outcomes
- Maintain close working relationship with accounting and finance team to achieve stated department goals
- Assist management team in the identification and analysis of new business or investment opportunities
- Support executive management and the Board of Directors on ad-hoc requests for analysis and reporting
- Support strategic efforts to identify and implement initiatives, for growing revenue and profitability
- Perform financial modeling for company-wide initiatives including cash flow projections, net present value analyses, sensitivity analyses, and what-if scenarios in support of the financial decision-making process
- Maintain knowledge of business functions, goals, policies, and system capabilities. Research competitive models, key differentiators, and the organization's competitive positioning to ensure that system upgrades and/or implementations enhance value and support business strategy
- Prepare and submit reports related to ongoing activity, project progress, business intelligence, and pending business needs
- Maintain knowledge of and analyze all business operations, including Land Management and Leasing, Cattle, Citrus, and Forestry
- Gather/organize required data for crop, tree, and PRF insurance policies and provide to underwriters annually
- Assist management in the preparation of annual budgets and strategic plan updates
- Lead the project team in the annual publication of the Land Asset Evaluation
- Conduct benchmarking against industry peers and competitors
- Maintain relationships within the industry and among research and service providers to share and obtain critical efficiency and operational insights
- Develop and deploy KPI dashboards for project updates and for financial and operational purposes
- Alert supervisor of anomalies or trends that are not in conformance with the organization's strategic goals and objectives

OTHER DUTIES (list below, if applicable):

- Perform or assist with any operations, as required, to maintain workflow and to meet schedules and quality requirements
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems, and maintain specified level of knowledge pertaining to new developments, requirements, and policies
- Perform other related duties as assigned

The characteristics described above 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. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

QUALIFICATIONS:

- A. **Certificates, licenses, and registrations:** Valid driver’s license with insurability.
- B. **Knowledge/Skills:**
 - Proficient in Microsoft Office and other specialty programs
 - Advanced skill level in Microsoft Excel
 - Demonstrated experience with discounted cash flow analysis
 - Experience with Microsoft Power BI
 - Experience with Solver BI360 Cloud and Data Warehouse
 - Excellent verbal and written communication skills
 - Exceptional problem solving and analytical skills
 - Tenacious and proactive problem solver with demonstrated ownership orientation
 - Recognized ability to organize and motivate teams to independent action
 - Demonstrated leader with drive and strong collaborative skills
 - Demonstrated ability to proactively identify opportunities to improve
- C. **Education/Experience:** Bachelor’s Degree in Finance, Business or related field required. Minimum five years of experience in Business Analysis or similar position.
- D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally be required to lift up to 20 pounds.
- E. **Other:** N/A.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]