



**Job Title:** Sr. Manager, Financial Planning & Analysis  
**Division:** Corporate  
**Location:** Houston  
**Reports to:** VP Finance & Controller  
**FLSA Classification:** Exempt

## **JOB DESCRIPTION**

### **Summary/Objective**

Reporting to the VP Finance & Controller, this position will lead the forecasting and annual budgeting processes for all divisions within the Company. This position will partner with executive leadership to develop financial forecasting scenarios needed to determine strategies for the achievement of financial objectives. Additionally, the finance leader will be responsible for the preparation of a number of key deliverables and analysis related to the monthly and quarterly business reviews and annual business plan, requiring close coordination and interaction with the Sales, Operations and Supply Chain business leaders as well as the finance teams.

### **Essential Functions**

- Build, direct and oversee all financial planning and analysis activities including the preparation and management of the annual budget, capital planning, cash flow analysis and financial forecast.
- Perform and drive reporting of budgets, forecasts, and analytical processes to deliver information to the executive team that improves accessibility to accurate and timely financial information, data based analysis, enhanced decision making and reduced SG&A cost and identify potential areas of improvement through analysis of key performance metrics.
- Lead the annual and strategic planning and budgeting processes, including preparation of annual work-plan, presentations resulting in approved P&L, balance sheet, and cash flow plans for the enterprise and each division.
- Provide financial information to executive leadership including business trends, key performance measures and in-depth cause and effect analysis on a variety of complex financial/business/operating issues.
- Prepare ad-hoc reports and standard financial analysis providing insight into the Company's operations and financial performance.
- Investigate anomalies and monthly variances by working closely with the business including other support organizations such as Accounting and IT.
- Validate annual guidance assumptions with Investor Relations.
- Provide executive decision support, including reporting and analysis of key metrics and financials.
- Facilitate in development or enhancement of analytical tools, systems and processes to support the business.
- Ensure all key FP&A and financial systems processes are documented, key controls identified, and procedures developed to periodically test the effectiveness of controls.
- Build and maintain strong relationships and effective communication with key stakeholders and functional partners across business regions in support of planning and forecasting efforts. May provide guidance and leadership on forecast and analysis opportunities and improvement.



### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This position operates in a professional office environment.

### **Physical Demands**

The employee must occasionally lift and/or move up to 10 pounds.

### **Position Type/Expected Hours of Work**

This is a full-time position with business hours of 8:00am – 5:00pm, Monday through Friday.

### **Travel**

This position requires less than 10% travel.

### **Required Education and Experience**

- An undergraduate degree is required in accounting, finance or economics.
- Certified Public Accountant (CPA) or MBA preferred.
- 10+ years of experience in finance with significant FP&A experience, preferably at a public company.
- 5+ years of management experience in finance.
- Experience with Hyperion applications preferred.
- Experience in the energy chemistry industry preferred.
- Proven experience in finance, accounting, budgeting and cost control principles.
- Demonstrated experience forecasting, with a strong background in analytics.
- Strong leadership, thinking (strategic, analytic, creative, practical) and planning skills.
- Excellent written and oral communication skills, including the preparation and delivery of effective presentations to senior management with sound reasoning, clear narrative and impactful graphics.
- Ability to innovate and implement planning technology and tools as well as working knowledge of business intelligence solutions and experience developing reporting solutions.
- Organized and detail oriented with ability to manage financial processes and the capacity to implement control procedures while driving continuous improvement.
- Ability to effectively communicate with all levels of the organization including executive leadership.
- Strong decision-making, organizational and problem-solving skills are essential as well as the ability to work effectively in a deadline intensive environment.

### **Other Duties**

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee for this job. Duties and responsibilities may change at any time.



**We offer a competitive salary and benefit package that includes:**

Medical Insurance

Medical Insurance

Dental Insurance

Vision Insurance

Flexible Spending Accounts: Medical and Dependent Care

Basic Life and Accidental Death and Dismemberment Insurance

Voluntary Life Insurance

Short-Term Disability

Long-Term Disability

Employee Stock Purchase Plan

Retirement Benefits: 401(K) and ROTH Savings Plans

Employee Assistance Program

**Contact: Interested applicants should send resume to: [resumes@flotekind.com](mailto:resumes@flotekind.com); include "Sr. Manager, Financial Planning & Analysis" in the subject line of the E-Mail.**

***EEO Statement***

*Flotek Industries is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, national or ethnic origin, age, disability, veteran status or any other characteristics protected by applicable local, state or federal laws.*