Job title: Analyst 2, Finance & Accounting

**About the job**

Comcast brings together the best in media and technology. We drive innovation to create the world's best entertainment and online experiences. As a Fortune 50 leader, we set the pace in a variety of innovative and fascinating businesses and create career opportunities across a wide range of locations and disciplines. We are at the forefront of change and move at an amazing pace, thanks to our remarkable people, who bring cutting-edge products and services to life for millions of customers every day. If you share in our passion for teamwork, our vision to revolutionize industries and our goal to lead the future in media and technology, we want you to fast-forward your career at Comcast.  
  
**Job Summary**Supports the regional Financial Planning & Analysis process including the month-end close, monthly financial and metrics forecasting, annual budgeting, and ad-hoc financial analysis. Responsible for preparing and analyzing financial reports, trends and opportunities. Analyze general ledger detail and operations data to provide variance analysis and insight into business results. Responsible for financial modeling to support the forecast process. Maintains journals and ledgers, prepares financial statements, conducts financial studies and coordinates financial projects. Works with moderate guidance in own area of knowledge.  
  
**Job Description  
  
Core Responsibilities**

* Approves transactions, evaluates opportunities and makes recommendations regarding project progress and future business opportunities.
* Supports region forecast and budget processes for operations teams that are transaction based and require rate / volume analysis.
* Analyzes and tracks key financial metrics and operational procedures to foster process improvements.
* Responsible for creation and maintenance of financial reports and analysis.
* Performs analysis of financial statement accounts and specific projects, as directed.
* Assists with the preparation of weekly, monthly and annual financial reports.
* Participates with the preparation of month and year-end processes by reviewing actual vs. budget/forecast variances, reviewing financial trends and making recommendations for accruals.
* Consistent exercise of independent judgment and discretion in matters of significance.
* Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
* Other duties and responsibilities as assigned.

**Employees At All Levels Are Expected To**

* Understand our Operating Principles; make them the guidelines for how you do your job.
* Own the customer experience - think and act in ways that put our customers first, give them seamless digital options at every touchpoint, and make them promoters of our products and services.
* Know your stuff - be enthusiastic learners, users and advocates of our game-changing technology, products and services, especially our digital tools and experiences.
* Win as a team - make big things happen by working together and being open to new ideas.
* Be an active part of the Net Promoter System - a way of working that brings more employee and customer feedback into the company - by joining huddles, making call backs and helping us elevate opportunities to do better for our customers.
* Drive results and growth.
* Respect and promote inclusion & diversity.
* Do what's right for each other, our customers, investors and our communities.

**Disclaimer**

* This information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications.

Comcast is an equal opportunity workplace. We will consider all qualified applicants for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, or any other basis protected by applicable law.  
  
**Skills**Problem Solving; Financial Reports; Excel; Self Motivation; Results-Oriented; Financial Analysis  
  
Base pay is one part of the Total Rewards that Comcast provides to compensate and recognize employees for their work. Most sales positions are eligible for a Commission under the terms of an applicable plan, while most non-sales positions are eligible for a Bonus. Additionally, Comcast provides best-in-class Benefits to eligible employees. We believe that benefits should connect you to the support you need when it matters most, and should help you care for those who matter most. That’s why we provide an array of options, expert guidance and always-on tools, that are personalized to meet the needs of your reality – to help support you physically, financially and emotionally through the big milestones and in your everyday life. Please visit the [compensation and benefits summary](https://jobs.comcast.com/benefits)  on our careers site for more details.  
  
**Education**Bachelor's Degree  
  
While possessing the stated degree is preferred, Comcast also may consider applicants who hold some combination of coursework and experience, or who have extensive related professional experience.  
  
**Relevant Work Experience**2-5 Years