GE TRANSPORTATION SYSTEMS
ERIE, PA
TWI POSITION DESCRIPTION
[redacted]

JOB DESCRIPTION: Performs as budget analyst, responsible to three different executive level general managers for planning, budgeting, and execution of annual operating budgets totaling $14.6M. Includes management of 119 personnel spaces and their associated costs. Conducts daily detailed analysis and account maintenance to ensure managers meet financial and headcount goals. Executes business level research to solve broad financial problems and assist with process improvements. Produces multiple periodic financial reports to assist managers with financial decision making. Performs as lead financial representative to the annual bullet train process, responsible to an executive level general manager for cost analysis, tracking, and financial process development/improvement. Leads or participates in multiple special projects, as assigned, to support digitization and process improvement. Key member of intra-company billing process council, which seeks to simplify and digitize that process while assigning accountability to the profit and loss centers. Coordinates with higher, lower, and lateral business units in all aspects of accomplishment of duties, including multiple foreign affiliates. Works with a wide array of software systems in the accomplishment of daily duties.

KEY TASKS:
Must meet all milestones of the GE annual financial cycle

- Session 1 – April/May – Medium Range Forecast
- Session 2 – August/September – Next Year's Preliminary Operating Plan
- Corporate Operating Plan – November/December – Performance Commitment to Corporate
- Initial Operating Plan – December/January – COP + Stretch
- Short Range Outlook – Feb/May/Aug/Nov – Reconciled to COP
- Tracking – Daily/Weekly

Monthly/Quarterly Reporting

- Cost Transfers & Bill-Outs (Journal Entry actions)
- Budget Analysis Reports (5 separate budgets)
- Bullet Train Analysis
- Environmental, Health, & Safety Programs Report
- AP e-Services report of Open Transactions
- Update OM Tracker (Weekly)
- Travel Report (Quality)
- Account Reconciliations
- Intra-company Billing Reconciliation
- Corporate Representation Letter

SOFTWARE SYSTEMS:

MS Office (including MS Office, PowerPoint, Excel, Access, and Outlook)
Data Warehouse
Oracle Financial Analyzer
General Ledger Desktop Integrator
Intra-company Billing System
AP e-Services
STAR System for Tax Analysis and Reporting
On-net Host Suite 5.0
Oracle for Windows NT
IBM TPX
Smart Display