



JOB TITLE: Financial Sales Analyst

DEPARTMENT: Admin

COMPENSATION: Dependent upon experience. Contact for details.

FLSA STATUS: Exempt

REPORTS TO: Director of Operations

LOCATION: Austin, Texas

HOURS: Mon – Fri 8:00 am – 5:00 pm

SUMMARY: The Financial Sales Analyst is responsible for supporting the Sales & Marketing leadership team in achieving their growth and profitability goals. Also analyzes various reports ensuring budgets are accurate.

DUTIES AND RESPONSIBILITIES:

- Displays knowledge about Newmark Homes products, competition, and the local home market by generating proformas.
- Set and determine subdivision pricing strategy; set all prices with approval of appropriate party.
- Coordinate lot splits and premium pricing.
- Enter sales pricing for all homes.
- Receive contracts for processing from Sales Staff.
- Process sales contracts in specified system.
- Maintain training for the Sales Staff in HSP and CRM.
- Coordinate and track through the process with Sales, Design Center, Builders, in-house permitting, Engineers, Architects, Surveyors, Building Departments, municipalities and management for anything having to do with the contract, start paperwork, plans, surveys and site engineering including blueprints, all amendments, final rewrites and PSOs.
- Assist with the margin analysis for projection purposes.
- Participate in HSP and POS corporate development software sessions pertaining to sales and production.
- Compile and submit start pre-start and start sheets status each week.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or relevant equivalent field and/or training, or equivalent combination of education and experience.

- While there is no minimum experience defined, a three year experience in accounting would be ideal.
- Excellent organization and analytical skills.
- Outstanding interpersonal, communication, organizational skills.
- Professional demeanor, possess strong work ethic, and exceptional listening skills.
- Required to attend and participate in Continued Education Training as scheduled by management.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Occasionally required to sit.
- Occasionally required to balance, bend, stoop, kneel.
- Frequently required to talk or hear.
- Occasionally exposure to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually quiet.
- The employee must occasionally lift and/or move more than 5 pounds / frequently lift and/or move up to 5 pounds / continually lift and/or move up to 5 pounds.