

## POSITION DESCRIPTION

### Visit Salt Lake



SALT LAKE

**Job Title:** Financial Analyst  
**FLSA:** Full-time, Exempt  
**Reports to:** Chief Financial Officer  
**Department:** Administration  
**Rate:** Based Upon Experience  
**Schedule:** Monday-Friday

#### Primary Responsibilities

Salt Lake is a place where elevation meets aspiration. An active urban city set at the foot of spectacular mountains. A place for open minds and fresh perspectives. This is an exciting time to be in Salt Lake: a brand new \$5.1B SLC International Airport expansion, a recently opened 700-key Hyatt Regency convention hotel, several new hotels in the development pipeline, population and business growth (Utah has been the fastest growing state in the nation since 2010, primarily driven by Salt Lake), host of the 2023 NBA All Star Game and recently announced as the preferred host of the 2034 Winter Olympics...Salt Lake is on fire, and we're just getting started.

We are seeking a talented Financial Analyst to join our dynamic team and play a crucial role in providing insightful financial analysis, economic data, and strategic recommendations to drive our organization's growth. Visit Salt Lake is an exciting organization with its hands in most major events happening in Salt Lake. Employees enjoy competitive pay, great benefits, amazing perks, and the ability to help the community.

#### Job Duties

- Conduct financial analysis, including budgeting, forecasting, and variance analysis.
- Evaluate financial performance and identify key trends, risks, and opportunities.
- Prepare financial reports, presentations, and dashboards for senior management and stakeholders.
- Develop financial models to support business decision-making and strategic planning.
- Collaborate with cross-functional teams to gather relevant financial information and ensure data accuracy.
- Conduct ad hoc analysis and provide insights to support operational improvements and cost-saving initiatives.
- Monitor industry trends, market conditions, and regulatory changes to identify potential impacts on the company's financial performance.
- Assist in the development and implementation of financial policies, procedures, and internal controls.
- Analyzes statistical and analytical reports and forecasts on visitation data for use by internal and external stakeholders.
- Responds to internal and external requests for data and insights, presents market research findings, insights, and market updates for stakeholders, and expands the community's understanding of the value of tourism.
- Examines statistical and analytical reports and forecasts on visitation data, then creates reports for use by internal and external stakeholders.

#### Qualifications

- Bachelor's degree in Finance, Accounting, or a related field.
- Proven experience as a Financial Analyst or similar role.
- Strong proficiency in financial modeling & data analysis.
- Proficient in using financial software (NetSuite preferred) and advanced MS Excel skills.
- Excellent analytical, problem-solving, and critical thinking abilities.
- Solid understanding of financial principles, concepts, and accounting standards.

- Ability to effectively communicate complex financial information to non-financial stakeholders.
- Strong attention to detail and accuracy.
- Experience working in Hotel Industry, Tourism or Destination Marketing a plus but not required.
- Self-motivated and able to work independently as well as part of a team.
- Ability to thrive in a fast-paced, deadline-driven environment.

**Benefits Package**

Insurance: medical, dental, life, long term disability. 401(k) plan, Vacation, Sick, and major holidays PTO.

**Application**

Interested candidates are encouraged to submit their resume and a cover letter to [HRvisitSL@visitsaltlake.com](mailto:HRvisitSL@visitsaltlake.com).

Visit Salt Lake is an equal opportunity employer. We value diversity and encourage applicants from all backgrounds to apply. Only qualified candidates will be contacted for an interview. We thank all applicants for their interest in joining our team.

***Final candidates will be subject to a background and reference check. E/O/E***