Financial Analyst

Accounting Department

Summary:
The Financial Analyst will support a variety of processes and projects within the Financial Planning Analysis & Reporting space. This position requires someone that is motivated, detail-oriented, eager to learn, and take ownership.

Apply

Qualifications:

- Bachelor's Degree in Accounting, Finance, Business or Economics; 0-2 years in an analytical position.
- Strategic and analytical thinker with superior problem solving and decision-making skills.
- Detail-oriented with excellent organizational and time management skills.
- Proactive, self-directed, highly motivated, and able to work in a fast-paced environment.
- Strong written and oral communications skills.
- Command of Microsoft suite of products, especially Excel (pivot tables, v-lookups, advanced IF statements).
- Highest level of integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information.
- Ability to develop effective working relationships across organizations lines.

Duties and Responsibilities:

Budget, Forecast & Compensation Planning:

- Assist in preparing and validating data templates for lawyer review processes.
- Support month-end process inclusive of FTE and headcount calculations, performing validations to ensure alignment of systems.
- Generate analyses to track hire, attrition, and attrition-related trends.
- Help to establish and enforce salary and bonus review timelines in order to meet Payroll and other deadlines.
- Assist with competitive benchmarking analyses and surveys.
- Assist with initializing the annual budgeting process by developing revenue, cost, and other assumptions.
- Prepare summary materials and analyses for meetings with the Budget Committee.
- Prepare firm-level reporting/analytics.
- Help with budget software through documentation, testing, and user support; assist with maintaining the budgeting/forecasting application.

Process Improvement:

- Identify opportunities to increase automation, streamline reporting practices, improve accuracy, and reduce the amount of time required to complete specific tasks.
- Establish and maintain documentation for routine or recurring processes.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Qualifications (continued):

Technical Skills:

- Intermediate/advanced Microsoft Excel skills; proficient in developing complex formulas and using advanced level features.
- Maintaining Budgeting/Forecasting software applications is a plus.
- Experience with data visualization platforms such as Power BI or Tableau is a plus.
- Proficiency in SQL or other query languages for data extraction is preferred.

Status: Exempt
Reports To: Manager of Business Analytics
Workplace Type: Remote
Salary range of $61,000- $117,000 dependent on candidate experience and candidate location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

https://www.cov.com/en/careers/staff/benefits