

Manager of Financial Reporting and Analytics

Accounting Department

Summary: We are seeking a highly skilled and strategic Manager of Financial Reporting & Analytics to oversee key reporting functions and drive critical financial and operational analyses. This role will play a central part in managing strategic reporting and analysis, supporting compensation processes (including partner compensation), performing advanced financial modeling, identifying trends, and ensuring data accuracy. Additionally, experience with data visualization platforms such as Power BI is highly valued, as we aim to enhance our analytics capabilities.

Email Resume [Here](#) to Apply

Qualifications:

- Bachelor's Degree in Accounting, Finance, Business, Economics, or related field.
- 7+ years professional experience in financial analysis or corporate finance, with demonstrated growth in scope of responsibilities, ideally within a law firm or professional services organization.
- Experience managing a team in a fast-paced, dynamic environment.
- Collaborative mindset with a proven ability to mentor and develop team members.
- Strong analytical and strategic thinking skills, with superior problem-solving abilities.
- Experience managing and improving reporting processes, budget planning, and financial modeling.
- High level of integrity and judgement in handling confidential information.
- Excellent communication skills, with the ability to present complex data clearly and concisely.

Duties and Responsibilities:

- Oversee reporting processes and ensure the accuracy, integrity, and timeliness of financial reports.
- Lead strategic initiatives, including compensation processes, personnel cost analysis, and revenue forecasting.
- Perform advanced financial modeling and trend analysis to support decision-making.
- Support budget development, including compensation and revenue forecasting.
- Streamline reporting processes to improve efficiency and accuracy.
- Leverage Power BI to enhance data storytelling and decision-making.
- Oversee month-end reporting and ensure alignment with organizational goals.
- Summarize complex financial data into clear, actionable insights.
- Handle sensitive financial and personnel information with discretion and integrity.
- Prepare and analyze survey responses to gather insights into market trends and organizational performance.
- Perform competitive intelligence analysis to assess market positioning, identify industry trends, and guide strategic decisions.
- Collaborate cross-functionally to support strategic initiatives and analytics needs.
- Perform other duties as assigned.
- 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.

- Self-motivated with the ability to work independently while also seeking direction when needed.

Status: Exempt

Workplace Type: Remote must be local to DC office

Salary Range: \$153,000 – \$216,000 (salary is calculated based on years of experience and 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>

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.