

# Senior Financial Analyst

## Accounting Department

### Summary:

We are looking for a detail-oriented and strategically-minded Senior Financial Analyst to join our team. This position will be heavily engaged in the Firm's forecast efforts, working with senior management to develop realistic targets and tracking performance against these targets through monthly and ad-hoc reporting. Strong analytical skills and ability to present financial information in a concise and easily comprehensible manner are critical to success in this role. The Senior Financial Analyst will engage with a variety of individuals at the Firm, including executive management, so we are looking for a candidate with strong communication and interpersonal skills.

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### Qualifications:

- Bachelor's Degree in Finance, Management or Business Administration.
- Strategic and analytical thinker with superior problem solving and decision making skills.
- Detail-oriented with excellent organizational and time management skills. Able to work independently with minimal supervision.
- Proactive, possess written and oral communications skills to clearly and concisely summarize conclusions and observations to senior/executive management.
- Strong Excel and PowerPoint skills, with particular focus on financial modeling and the use of advanced Excel features.

### Duties and Responsibilities:

- Financial Reporting: Analyze actual results against budget, forecast and prior period/year to identify trends, highlight drivers and expose risks to achieving financial targets. Evaluate overall performance and communicate findings regarding profitability and productivity. Prepare standard reporting and other Firm level reporting/analytics for executive leadership.
- Practice Group Reporting: Develop, implement and analyze financial and operating metrics supporting practice group management. Prepare and present executive briefing summaries for the Management Committee and Chief Operating Officer prior to quarterly meetings with practice and industry leaders. Identify trends in practice group financial performance and provide recommendations for improvement.
- Decision Support: Build complex financial and performance models with imbedded calculations to evaluate planning scenarios for decision-making purposes. Provide ad-hoc analysis and reporting as needed to the Management Committee and Chief Operating Officer.
- Process Improvement: Identify opportunities to increase automation, streamline reporting practices, improve accuracy and advance efforts to increase and improve content presentation, and practice group planning and analysis.
- Executive Leadership Support: Dedicated support for Management Committee, Executive Committee, and Chief Operating Officer on special projects and financial analyses.
- Performs other duties as assigned.

**Status:** Exempt

**Reports To:** Assistant Director of Financial Planning and Analysis

### **Qualifications (continued):**

- Experience using financial and budgeting applications is required.
- Highest level of integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information.

### **Technical Skills**

- Advanced Microsoft Excel skills, proficient in developing macros, utilizing complex formulas, and advanced level features in Excel.
- Relational databases/SQL writing exposure is preferred.
- Report writing skills a plus, SSRS, Crystal Reports or similar software.
- Experience with data visualization software is a plus, Tableau or similar software.
- Experience using Budgeting/Forecasting software applications is required. OLAP-based is a plus.

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