

Senior Financial & Insurance Analyst

Litigation Support Services Department

Summary:

Provides financial and other quantitative analysis services to the Insurance practice and the Firm's other lawyers and staff.

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Qualifications:

- Undergraduate degree and related work experience in Economics, Finance, Mathematics or Statistics required; graduate degree in related area a plus but not required.
- At least two years work experience in professional services firms such as accounting, law, or consulting; experience with policyholder insurance coverage issues a plus.
- Excellent computer skills, including proficiency with Excel and other Microsoft Office applications such as Power Query, as well as experience with programming (Visual Basic for Applications (VBA), Python and/or SQL); Familiarity with specialized statistical analysis software applications and Geographical Information Systems (GIS) software a plus.
- Demonstrated excellent written and verbal communication skills
- Able to work independently as well as part of a team; Accustomed to working with short deadlines and fast turnaround times.

Duties and Responsibilities:

- Advises legal staff regarding and undertakes projects involving the compilation, manipulation, and presentation of quantitative information derived from and or contained in complex documents and datasets such as insurance coverage analyses prepared by others or in response to government investigations.
- Provides financial and statistical analysis, advice and problem-solving with and for Firm attorneys using Excel and Power Query and other relational database tools.
- Creates, with the aid of graphics arts professionals as necessary, graphical representations of quantitative data derived from or based upon documents and insurance settlement and apportionment scenarios.
- Assists in the preparation of complex quantitative litigation settlement analysis and presentations and litigation risk/reward analysis.
- Identifies and works with experts who can supplement in-house services in the area; oversees and evaluates vendors' work to ensure cost effectiveness, quality and timeliness.
- Participates in initial insurance policy review, coverage analysis, and documentation thereof, often including preparation of coverage databases based on such documents.
- Perform other duties as assigned by Firm management.
- 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.

Status: Exempt

Reports To: Paralegal Manager

Workplace Type: Hybrid

Salary range of \$154,000 – \$193,000 dependent on candidate experience.

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.