Systems Analyst

Accounting Department

Summary:

Systems Analyst serves as a strategic and technical liaison between the Accounting department, IT, and key business stakeholders. This role is responsible for the maintenance, enhancement, and support of the firm's financial systems, including time and billing, general ledger, and reporting platforms. The analyst will play a key role in optimizing system performance, implementing upgrades and new features, supporting integrations, and ensuring data integrity across platforms.

Apply

Qualifications:

- Bachelor's degree in Information Systems, Finance, Accounting, or related field is required.
- 3+ years of experience as a systems analyst or business analyst supporting financial systems; law firm or professional services experience is a plus.
- Experience with Elite 3E, Intapp Time or similar platforms.
- Strong understanding of financial processes including billing cycles, GL, and reporting.
- Experience with SQL, data analysis, and system integrations is highly desirable.
- Excellent written and oral communications skills to clearly and concisely summarize conclusions and observations.

Duties and Responsibilities:

- Serve as a subject matter expert and first-line support for various functions including time entry, billing and collections, accounts payable, general ledger, and reporting.
- Collaborate with cross-functional teams to gather business requirements, analyze workflows, and translate them into technical solutions.
- Manage system configurations, enhancements, and user acceptance testing (UAT) for financial applications.
- Support the implementation of new financial tools or modules, including coordinating with vendors and internal stakeholders.
- Monitor system performance, troubleshoot issues and work to maintain data integrity standards ensuring accuracy in business operations and financials.
- Assist in the development and maintenance of system documentation, user guides, and training materials.
- Assist with integrations between financial systems and other firm-wide platforms (HRIS, document management, business intelligence tools).
- Stay current on technology trends and recommend improvements to optimize financial operations.
- 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: Manager of Financial Systems
Workplace Type: Remote
Salary range of $75,000- $120,000 dependent on candidate experience.

Qualifications (continued):

- Highest level of integrity and good judgment, with the ability to effectively deal with highly sensitive and confidential information.
- Proactive, flexible, dynamic personality who can work independently and in a team environment.

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.

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