

# Job Description

**Position:** Financial Analyst

**Reports to:** Managing Director

## **Position Summary:**

Provide financial analysis support to our client facing project teams. A fast paced and dynamic work environment with new things to learn and problems to solve each day. Duties can be complex in nature and may involve access to confidential and/or sensitive information. Efficient and accurate work with a high degree of confidentiality and professionalism is a must.

The ideal candidate is highly motivated, self-starter, a “do what it takes to get the job done” individual that has a passion for data analysis, problem solving, and serving our clients.

## **General Responsibilities:**

- Perform financial forecasting, reporting, and operational metrics tracking.
- Analyze financial data and create financial models for decision support.
- Report on financial performance and prepare for regular client reviews.
- Establish and maintain personal rapport with clients in all departments and at levels of the organization.
- Maintain Company systems with the most up to date information.
- Adherence to all company policies and procedures.
- Other duties as assigned.

## **Specific Responsibilities:**

In conjunction with the Managing Director:

- Analyze financial performance and develop forecast models.
- Evaluate financial performance by comparing and analyzing actual results with plans and forecasts.
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements
- Assist in the preparation of financial reports.
- Provide analysis of trends and forecasts and recommend actions for optimization.
- Recommend actions by analyzing and interpreting data and making comparative analyses.
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards.
- Increase productivity by developing automated reporting/forecasting tools.
- Perform market research, data mining, business intelligence, and related research.

## **Knowledge and Education:**

- Bachelor’s degree in finance or accounting required.
- Understanding of Generally Accepted Accounting Principles.

**Work Experience:**

- 3+ years of proven experience; working in the field of Finance or Accounting.

**Skills and Competencies:**

- Strong financial knowledge, analytical mindset, and problem-solving skills.
- Able to read and understand standard financial reports required.
- Understanding of pricing and costing best practices preferred.
- Highly proficient in MS Excel.
- Excellent attention to detail & accuracy.
- Ability to work independently in a fast-paced environment.
- Excellent interpersonal and communication skills (verbal and written).
- Excellent organizational skills and prioritize multiple projects simultaneously.
- Strong computer skills, including the use of MS Office (including Project & Visio).

**Work Environment:**

- Virtual and office environment.
- Duties include but are not limited to: stand, walk, twist, bend, lift, see, talk and hear.

**Additional information:**

- Must pass background check and drug test.
- Must have a valid driver's license in good standing.
- Ability to travel domestically (20%-30% of the time), including overnight as required.
- Hours of work requirement: 40+ hours typical, subject to work demands.
- Days of week work requirement: Monday thru Friday is typical, but some weekend work may be required.
- The above statements are intended to describe the general nature and level of work being performed for this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.