

brownrudnick

Title: Financial Analyst
Department: Finance
Office: Boston
Reports To: Manager of Financial Planning & Analysis
Status: Exempt

Position Overview:

Provide financial modeling, forecasting and analysis, and perform business management reporting as directed by the Director of Financial Planning & Analysis (FP&A) and the Manager of FP&A. Take a lead role in the preparation and ongoing analysis of the Firm's operating budgets. Prepare monthly report packages for use by key Firm management. Provide other ad hoc analysis and reporting as required.

Primary responsibilities:

- Liaise with cost center managers and the accounting department on operating budget creation and review.
- Perform routine and ad hoc financial modeling and analysis, primarily in Microsoft Excel.
- Compile, distribute, troubleshoot, and analyze monthly management report package.
- Without much guidance, deconstruct and analyze all reports, analyses, and finance-related business processes, and make recommendations on improving their efficacy.
- Bring a creative flair to every task, no matter how routine it may seem on the surface. Think outside the box. Question everything.

Qualifications:

- Self-motivated, organized, detail oriented, critical thinker with the ability and desire to take a creative approach toward identifying and solving business problems.
- Ability to effectively communicate and establish working relationships across all sectors of the Firm, including department heads and executives.
- Superior Microsoft Excel skills a must.
- Experience with Crystal Reports (Business Objects), Microsoft Access, or another database/report writing software strongly preferred.
- 2-4 years of experience as a business or financial analyst.
- Bachelor's degree in business or accounting/finance, or comparable experience.

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