

# brownrudnick

Title: Manager, Financial Planning & Analysis  
Department: Finance  
Reports to: Director of Financial Planning & Analysis  
Status: Exempt

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## Position Overview:

As a leader of the Financial Planning and Analysis (FP&A) team in the Finance department, play a key role in analyzing the profitability of the business. Make suggestions on process improvements and financial metrics to help lower costs and develop revenue. Oversee the annual budget process and monthly variance analyses. Oversee the production of weekly, monthly, and ad hoc management reporting.

## Primary responsibilities:

- Create and analyze performance, profitability and financial metrics for all levels of Firm management
- Interpret CEO and CFO goals into quantitative models
- Manage and mentor two analysts in all aspects of budget creation, reforecasting, variance analysis and reporting
- Work with admin and legal directors to identify and analyze cost savings, new projects and business enhancement opportunities
- Develop reporting and process automation solutions
- Manage firm's benchmark reporting

## Qualifications:

- Self motivated, organized, detail oriented, critical thinker with the ability 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
- At least five years experience as a business or financial analyst
- Bachelor's degree in business or accounting/finance, or comparable experience
- Superior Microsoft Excel skills a must
- Experience with Crystal Reports (Business Objects), Microsoft Access, or another database/report writing software preferred

***Brown Rudnick is an equal opportunity employer***