

Pricing Analyst

SUMMARY: Barnes & Thornburg's pricing and legal operations team is responsible for partnering with firm leadership, attorneys, and other personnel to develop creative pricing solutions, implement project management techniques, and install scalable data capture processes to meet the needs of client business objectives. The Pricing Analyst reports to the firm's Director of Pricing and supports a variety of the firm's strategic initiatives, including the development of budgets, financial analytics, alternative fee arrangements (AFAs), and frameworks to support firm pricing decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide counsel and support to lawyers and other firm personnel in developing pricing proposals, matter budgets, and profitability efforts, including leveraging templates and historical financial and matter data.
2. Support the Pricing & Data Analytics Specialist in internal and client-facing reporting. This task includes supporting ongoing reporting-improvement initiatives, such as exploring new business intelligence technologies, and working closely with the financial reporting and analysis team as needed.
3. Analyze historical and current data to support the development of pricing proposals and responses to requests for proposals (RFPs).
4. Develop solutions and provide strategy for establishing and renewing rates in RFP responses.
5. Leverage market data and other competitive intelligence information to make informed recommendations to firm stakeholders for RFPs and rate negotiations.
6. Serve as a supplementary stakeholder of and subject matter expert on the firm's business intelligence software to provide strategic analytics as they relate to pricing and project management. Leverage this technology to enhance pricing capabilities as appropriate.
7. Serve as a supplementary administrator of the firm's matter management technology and assist with the process of upgrading the software as needed.
8. Assess and analyze internal data and convert findings into actionable, concise reports that establish or affirm firm priorities.
9. Improve data integrity to help drive effective decision making.
10. Assist with the ongoing enhancement and of budgeting templates and other tools for use by firm attorneys and legal operations personnel.
11. Produce metrics for internal and external reporting that are provided to the legal operations department and firm leadership. This task includes the extraction of data from the firm's financial databases and contributing new meaningful metrics.
12. Provide support in response to ad-hoc requests from firm attorneys and leadership. In conjunction with the Director of Pricing, project manage pricing efforts and assist in the development and maintenance of a budget and AFA database.
13. Other duties as assigned.

The employee must be able to perform all essential job duties and responsibilities of this position satisfactorily and as outlined, with or without reasonable accommodations. Reasonable accommodation requests may be accommodated, absent undue firm hardship.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Knowledge of statistical, financial, and accounting principles normally acquired through completion of a Bachelor's degree is required.
2. Related experience, ideally within a law firm or professional services organization, would be preferred.

3. Candidate must have superior written and verbal communication skills, including the ability to produce and present succinct reports, analyses, proposals, recommendations, and demonstrations to firm stakeholders.
4. Candidate must be proficient in Microsoft Office applications including Word, Outlook, Excel, and PowerPoint. Expert fluency in Excel is required (pivot tables, vlookups, macros, embedded formulas, etc.).
5. Candidate must be proactive with strong time management and organizational skills. This position will require the coordination of multiple projects simultaneously and the candidate must be able to prioritize workload accordingly.
6. Candidate must be a self-motivated person with a positive and professional attitude.
7. Candidate must have strong analytical, evaluative, and critical thinking skills, and be able to effectively communicate findings to attorneys and firm management in a clear and concise manner.

This job description is intended to describe the general requirements of this position. As such, it is not designed to cover or contain a comprehensive listing of job duties or responsibilities required in this role. Subject to firm needs, duties and responsibilities of this position may change at any time, on a temporary or permanent basis, and with or without notice.

WORKING CONDITIONS: Normal office environment with little exposure to excessive noise, dust, temperature and the like.

Equal Employment Opportunity and Diversity Statement

Barnes & Thornburg is committed to equal employment opportunity in both principle and as a matter of policy. We will recruit, hire, train, promote, compensate and provide benefits to all applicants and employees without regard to ancestry, sex, race, color, ethnicity, national origin, gender, age, religion, religious creed, mental and/or physical disability, medical condition, military and/or veteran's status, genetic information, marital status, sexual orientation, gender identity and/or expression, or any other basis protected by applicable federal, state and local laws. This policy applies to all recruiting, hiring, promotions, upgrades, layoffs, compensation, benefits, terminations and all other privileges, terms, and conditions of employment. The firm complies fully with all federal, state, and local equal employment opportunity laws.