

Description

Hunton Andrews Kurth LLP, an international law firm, is actively recruiting for **Financial Reporting Analyst**. This role provides sophisticated financial analysis and reporting services to support various levels of firm management, strategic planning and business decisions. Manipulates and refines financial data to enhance its usefulness to the firm's partners and administrative management. Transforms data into actionable information in a timely manner.

RESPONSIBILITIES AND ACCOUNTABILITIES:

1. Responds to request for data and information via the Data Request email alias. Prioritizes and responds timely and effectively to simultaneous/conflicting requests for assistance/services from many sources, including firm, team, office, and administrative management.
2. Compiles and distributes month end statistical and financial reports to users. Responds to ad hoc requests for interim or non-routine reports. Identifies and develops appropriate reports to meet the needs of requestors. Assists users with articulating nature and scope of requests by defining the intended use of each report. Screens report requests for propriety based on "Need To Know" and other sensitivities.
3. Conducts financial analysis and generates information used by firm management. Synthesizes financial data into relevant and useable formats. Creates and maintains reporting databases through the use of data extraction tools to query accounting, payroll and other systems, and provides summary or detailed enterprise-wide reports and analysis in a timely and accurate manner. Experience with Microsoft PowerBI, Microsoft Query, and Microsoft Access is a plus. Creates models upon which business decisions can be based, including but not limited to, profitability analysis, revenue budgeting, client margin analysis, rate setting and partner compensation.
4. Prepares annual revenue budget process and maintains the revenue budget model. Prepares the revenue budgets in collaboration with appropriate team business managers and other budget resources. Prepares budget templates in the Planful budget software and maintains changes throughout. Works with leadership to determine best modeling processes for completion of timely and accurate total firm revenue budgeting. Ensures budget deadlines are met.
5. Proposes, formats and defines reports or queries used to present financial information in a continuing effort to deliver the right information to the right users at the right time in the right format. Document procedures for producing reports, organize projects for easy retrieval (including purging unneeded or outdated files), and improve processes for maximum efficiency.

QUALIFICATIONS:

Education: High school diploma or equivalent required. College degree preferred.

Experience: Minimum of 3 years of (job related) experience required, preferably in a law firm, professional services, or other client relationship-based organization.

Other Minimum Qualifications: Availability and willingness to work hours as needed to meet critical deadlines. Proficiency with Microsoft Office Suite applications, including Microsoft Access. Strong commitment to client service excellence and teamwork. Must possess the highest standards of ethical conduct and professionalism. Must act as catalyst for change, drive and own results. Creative and innovative. Excellent communication skills (oral, written and listening) and ability to collaborate effectively with diverse group of professionals. Sound judgment and flexibility. Ability to work well under pressure, patience, diplomacy, high stress tolerance, excellent interpersonal communication skills, ability to prioritize workload and adapt to changing conditions. Visual acuity needed to process and read extensive written communications. Ability to receive and convey detailed information through oral communication. Essential competency processes include language ability, reasoning and memory. To perform this job successfully, the incumbent must possess the abilities or aptitudes to proficiently perform each of the responsibilities and accountabilities described above, with or without reasonable accommodation.

EEO/drug-free workplace/E-Verify participant/Female/Minority/Veteran/Disability.

To apply for this position please visit the careers page of the firm website. <https://www.huntonak.com/en/careers/>