



JOB TITLE: Financial Analyst

STATUS: Exempt

Type: Full Time

We are looking for a Financial Analyst to join the accounting and billing team at Smith Anderson LLP. The Financial Analyst will be part of a team that is responsible for providing high quality reporting and analytical service to the firm. The Financial Analyst will be responsible for distributing accurate, relevant and timely information, giving valuable business insight and supporting informed decisions. They will also be heavily involved in the day to day operations of the entire accounting and billing department and will have an active role in the monthly reporting and analysis, ad hoc reporting, budgeting, forecasting and projections. The Financial Analyst position reports to the Director of Finance and is part of a team that works closely with the Executive Director and various department Managers and Directors in the firm.

Qualifications:

- Ability to work in a team environment and in a collaborative style with the management team
- Ability to maintain a professional demeanor in all situations
- Ability to work independently and exercise sound judgment including when to delegate or when to consult management.
- Ability to anticipate problems and focus on appropriate solutions
- Possess sensitivity to confidential information
- Demonstrate ability to organize and manage multiple priorities and associated reporting systems
- Build efficiency and improve accuracy and reliability of information
- Establish and maintain good working relationships with colleagues, management, lawyers and staff
- Possess strong analytical and problem solving skills
- Possess a detail oriented approach to ensure accuracy and consistency of reporting
- Exhibit strong written and oral communication skills
- Strong knowledge and highly proficient user MS Excel, MS Access and associated reporting systems
- Advanced experience with Elite Enterprise and Elite WebView preferred
- Knowledge of other accounting systems and tools (MS SQL 2008, Crystal Reporting) preferred
- Experience in law firm accounting, billing and systems preferred

Education:

BS or BA required (Accounting, Finance, Technology, or related field) or equivalent related work experience.

Please send your resume to humanresources@smithlaw.com.

Smith Anderson is an equal opportunity employer committed to creating and maintaining a diverse work force. It is the policy of this Firm to recruit, hire, train, develop, promote and compensate employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, genetic information, disability or covered veteran status.