

# Firm/Company Name Ballard Spahr LLP

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<b>Job Title [Position]:</b>	Senior Financial Analyst	<b>Job Category:</b>	Financial
<b>Department/Group:</b>	Financial Planning & Analysis	<b>Posted By:</b>	Gina Emery-Duplehcan
<b>Location:</b>	1735 Market Street, Phila, PA	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.]
<b>HR Contact:</b>	Gina Emery-Duplehcan	<b>Date posted:</b>	11/1/2018
<b>Reports to:</b>	Director, Financial Planning & A	<b>Posting Expires:</b>	[i.e., 30-days] 60 days

## Applications Accepted By:

### Fax or E-mail:

5.525.5096

### Attention:

Gina Emery-Duplehcan

### Mail:

1735 Market Street  
Philadelphia, PA 19103

## Job Description

### Brief Summary:

Ballard Spahr has an exciting opportunity for an assertive and ambitious professional. We seek a Senior Financial Analyst to assist us with a wide variety of financial reporting and analysis duties that include, but are not limited to, financial report preparation, operating budget compilation, ad-hoc financial reporting, profitability and other analysis.

Ballard Spahr is not accepting resumes from search firms for this position.

### Duties:

### Skills/qualifications:

The selected candidate will be analytical and detail-oriented with good problem-solving skills; a strong work ethic with exemplary project management skills; excellent oral and written communication skills; strong team orientation; the ability to handle multiple projects simultaneously and meet deadlines gracefully

*[NOTE: Attach separate sheet(s) as necessary with the complete job description ]*