Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Financial Analyst	**Job Category:**	Financial Management
Department/Group:	Accounting and Financial Mana	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	3/25/2022
Reports to:	Manager Financial Planning an	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail:

215.525.5096

Attention:

Gina Emery-Duplechan

Mail:

1735 Market Street
Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr, a prestigious national AM Law 100 law firm has an exciting opportunity for an assertive and ambitious professional to join our Financial Planning and Analysis (FP&A) team. The Financial Analyst reports to the Manager of FP& A and will be responsible for assisting with a wide variety of financial reporting and analysis duties that include but are not limited to financial report preparation, operating budget compilation, profitability analyses and ad-hoc financial inquiries. This position is located in Philadelphia but will consider remote options if located in close proximity to one of our offices in Atlanta, Baltimore, Las Vegas, Los Angeles, Minneapolis, New Jersey, New York, Phoenix, Salt Lake City, Sioux Falls, Washington DC or Wilmington, with the expectation to work in the office as needed specifically during budget season.

Duties:

As a Financial Analyst, you will:

* Assist with preparation of monthly, quarterly, and annual reports to communicate the Firm's financial performance to stakeholders.
* Support preparation of submissions to various industry surveys.
* Work closely within the FP&A team to help facilitating the firm's annual budgeting cycle and related forecasts.
* Partner with various stakeholders to manage routine reporting, analysis and ad hoc projects.
* Develop an understanding of the firm's business intelligence software and financial reporting software, including (e.g. Power BI, 3E, Prophix, SSRS) and leverage those tools to improve and automate reporting and analytics.

Skills/qualifications:

This selected individual will have good communication skills, initiative and a strong sense of responsibility. Attention to detail, sound business acumen, efficient problem solving skills; and the ability to set priorities and manage multiple deadlines timely and accurately is critical. A demonstrated ability to work independently as well as working collaboratively with members on the team and with individuals in the firm.

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