

Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Senior Financial Analyst	Job Category:	Financial Management
Department/Group:	Accounting/Finance	Posted By:	Gina Emery-Duplechan
Location:	Center City Philadelphia	Travel Required:	
Level/Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] full-time
HR Contact:	Gina Emery-Duplechan	Date posted:	4/9/2019
Reports to:		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 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.

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.

Duties:

Skills/qualifications:

Requirements include an undergraduate degree in Accounting, Finance or Economics; 5+ years' experience as a financial analyst or equivalent position in a law firm or professional services environment; ability to leverage technology to streamline processes and proficiency with Microsoft Excel, Power Point, Access and Word. Experience with 3E a plus.

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