Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	IS Financial Analyst	**Job Category:**	Non-Legal
Department/Group:	Information Services	**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:**	6/22/2022
Reports to:	Director of User Support	**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 national law firm with 15 offices across the country has a new opportunity available in our IS department.

Duties:

The IS Financial Analyst will assist IS functions in aligning with the firm's and department's strategy through building financial strategies, budgets and other sound financial operating plans, establishing strategic expense and support targets, presenting key financial and other performance information, tracking savings, and helping to develop a quantitative and metrics-driven culture.

Our Analyst will:

* Analyze and present financial reports to the IS management team in an accurate and timely manner and clearly communicate monthly, quarterly and annual financial performance statements
* Manage expense forecasting and other information that can be used for functional and business investment analysis, expansion planning, business communication, etc. and manage financial

Skills/qualifications:

The selected individual will be proactive, a self-starter and generate innovative ideas, approaches and solutions. Advanced analytical skills, exceptional attention to detail and excellent organizational and problem solving skills. Solid communication skills and the ability to work independently with minimum supervision on moderately complex tasks, set priorities and manage multiple deadlines are essential.

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