

Financial Analyst

compensation: **85k-95k Range in Salary, Medical Benefits, Paid Time Off**

employment type: **full-time**

The Company

We are one of the world's leading public relations agencies. With 90 offices in nearly 60 countries, we deliver best-in-class communications service to clients around the globe. We are seeking to add a strong Financial Analyst to our team.

Position Summary

In addition to serving as the financial steward of a dynamic and ever changing company, the small but highly effective finance team is a strong business partner to the management team and is involved in providing financial counsel to make key decisions that impact the company. Reporting to the Vice President of Finance, the primary responsibilities of the Financial Analyst is to support the Vice President of Finance in the financial management of the business.

The job scope includes touching all aspects of the account and business life cycle including completion of contracts, forecasting revenue, staff planning, financial reporting and analysis, development and implementation of the annual budget, analysis & reporting of monthly operating results and ad hoc reporting and analysis as needed. He/she will work closely with the account leads and Managing Director(s) to monitor revenue forecasts, expense budget and analyze monthly results.

Key Responsibilities

- **FORECASTING** - Support the development of annual operating plan, including revenue and operating expenses. Additionally, own the monthly forecasting process with emphasis on upcoming month but will also include evaluation of the full year.
- **REPORTING** -- Track and analyze current month progress of revenue and expenses against forecast. Perform ad hoc reporting as necessary spanning a variety of requests that can come from PR teams, Vice President of Finance or Managing Directors.
- **ANALYTICS** -- Perform analysis on monthly financial results against forecast to provide variance analysis and to determine cause of change. Prepare analyses on bill rates, different staffing models, over servicing and the impact it has on client profitability and annual operating plan.
- **LIASION & PARTNERSHIP** -- Act as main liaison between PR teams and Accounting department to complete monthly billing in a timely manner, to ensure expenses are submitted properly and processed timely, to open and close project codes, and to resolve AP issues resulting from vendor or staff inquiries.
- **COMPLIANCE** -- Will have strong knowledge of contract templates to help facilitate completion of client and/or vendor contracts or renewal of such contracts to meet Sarbanes Oxley requirements.

Qualifications

- Bachelor's degree in Finance, Accounting or other quantitative/analytical disciplines
- 2-4 years of broad finance experience preferably in an agency or consulting environment

- Working knowledge of business, finance and accounting fundamentals including U.S. Generally Accepted Accounting Principles (GAAP)
- Excellent working knowledge of Excel, Word and PowerPoint
- Experience with PeopleSoft preferred or similar
- Strong analytical ability which means the ability to analyze & interpret financial data and identify the key business issues underlying the numbers.
- Acute attention to detail
- Ability to multi-task and balance shifting priorities under tight deadlines
- Ability to build strong relationships and communicate effectively with staff, clients and vendors
- Self-Driven and strong team player