**Financial Analyst**

Responsible for preparing monthly financial reports. Supports the Finance leadership in providing reporting, budgeting, and pricing analysis. Responsible for data integrity to ensure the data in the financial system is accurately entered. Responsible for cross functional reporting, both on the Billing Operations side of the organization as well as the General Ledger side of the operation.

**Your Primary Objectives:**

* Accurate, timely production of analysis and reporting.
* Production of accurate and appropriately detailed reporting to support budgeting and forecasting processes.
* Monitor assigned Client and Matter set up (including rates, discounts, and deferrals, etc.).
* Analyze historical data and performance to advise on profitable arrangements and rate structures.
* Monitor Operational statistics on Billable matters, including leveraging, discounting, write downs, write-offs, and time entry.
* Assist in the annual budget process and help with expense budget variance explanations.
* Assists with reconciliations and month end reporting.

**Responsibilities:**

* Collect, validate, track, review, and enter financial information related to business unit(s) operations and key performance indicators (KPI), which may include, and is not limited to, accounts payables, equipment utilization, and pricing.
* Prepare periodic reports, reconciliations, and analysis of financial data, and operational metrics as assigned.
* Compile and deliver concise, structured presentations of financial findings, forecasts, and analysis projects.
* Analyze variances to budgets and forecasts.
* Prepare monthly expense accruals, coordinating with Accounting and Financial Reporting/Administration teams to ensure all monthly expense are included and verified.
* Analyze actual costs against budgets and forecasts to understand the impact that any variances may have on operations; determine whether costs have been recorded accurately.
* Ensure the accurate and timely reporting of all assigned tasks, related financial reporting, and analysis.
* Assist with the preparation of monthly and quarterly forecasts, annual budgets, and reporting of key performance indicators for the business unit(s).
* Assist Finance and Operations management teams with preparation of periodic project forecasts, analysis, and modeling.
* Track, monitor, and report planned budgets and forecast versus actual spending.
* Establish and maintain process controls ensuring divisional consistency and adherence to established enterprise policy and procedures for operational metrics and data reporting.
* Develop data driven analysis and studies of operational and financial issues and opportunities.
* Maintain appropriate documents and files as support for all transactions, reports, and analysis.
* Other duties as assigned.

**Required Education and Experience**

* Bachelor’s degree in finance, Accounting, Business Administration, or related field or equivalent combination of coursework and experience in directly related field required.
* 1 – 3 Years experience in a similar role
* Experience within a law firm preferred.

**Knowledge, Skills & Abilities**

* Understanding of general financial and accounting principles and processes.
* Working knowledge of budgeting, forecasting, and modeling methods and best practices.
* Excellent quantitative and qualitative analysis skills and collaboration skills.
* Effective communication skills demonstrating the ability to cooperate with different functional teams across multiple levels of the organization.
* Ability to be engaged and resolve everyday business challenges with a financial perspective.
* Desire to improve processes and innovation.
* Desire and confidence to serve in a chance management capacity, able to identify, develop and implement new processes as they appear.
* Desire to learn new skills and responsibilities, and willingness to help within the firm as needed.
* Ability to enhance process knowledge and adapt to ever changing objectives and priorities.
* Basic understanding of timekeeping and financial management systems.
* Demonstrated ability to remain highly organized, learn new tasks quickly, and propose process improvements.
* Must be able to produce high-quality work as part of a fast-paced, dynamic team.
* Proven knowledge and proficiency with Microsoft Office Suite, particularly Excel, specifically with data analysis required.
* Experience in statistical data analysis and modeling as well as relevant research methods preferred.
* Knowledge of Elite 3E or Aderant software.
* Must be a self-starter and have a high level of initiative and drive.
* Flexible to work overtime as needed.

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Comcast, Genentech, Google, Lyft, Major League Baseball, Meta, Netflix, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself in its record of success at trial, but in the office culture it maintains.

Our firm’s hybrid work policy includes 3 days in-office work and 2 days remote work weekly. Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email your cover letter and resume to Jeanne Freed, Human Resources Manager, staffrecruiting@keker.com.

The salary range for this California based role is $75,000 to $95,000 and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*