**Associate Financial Analyst**

**Overview:**

Are you looking to be a part of an award-winning company? Concurrency is growing our Finance team with adding an Associate Financial Analyst. The Associate Financial Analyst will ensure invoices and other financial documents are processed appropriately. This individual will work closely and report financial data back to the VP of Finance. The Associate Financial Analyst will create invoices, calculate fees and generally track the accuracy of all billing and invoicing.

This person must possess strong knowledge of accounting and financial analysis and adhere to organizational guidelines while working independently. Organizational skills are also important, as the Associate Financial Analyst will work on many different client accounts. Communication skills are also vital for these analysts to explain relevant billing concepts to non-accounting colleagues effectively.

This requires extracting financial information from incoming and outgoing billing documents for entry in record-keeping software. This role requires MS Office knowledge with Advanced Excel skills (Pivot Tables, Graphs/Charts, Macros.)

**Responsibilities:**

* Compile company financial performance reports
* Reconcile Concurrency invoices with client POs
* Audit and post consultant time on a weekly basis
* Assist in preparation of presentation materials for the executive team
* Preparation of monthly financial reporting and other business data
* Calculate the amount customers owe the company and prepare billing statements.
* Generate invoices, financial and billing reports according to company guidelines.
* Keep updated records of financial transactions and customer account status.
* Review billing reports to ensure accuracy and resolve any errors.
* Data entry to include, project scheduling, and evaluating reports for accuracy.
* Additional general duties and administrative responsibilities as they materialize.
* Works closely with Manager of Enterprise Resourcing and Billing and Vice President of Finance on operational and financial projects

**Qualifications:**

* Bachelor’s Degree in Finance, Accounting, Business or related degree required
* Knowledge of financial and accounting principles, reporting and analysis
* Exemplary problem-solving skills
* Demonstrate a positive “whatever it takes” team attitude
* Ability to connect daily tasks with big picture planning
* Strong attention to detail and paperwork
* Must have strong time management skills and the ability to work with limited supervision.
* Proficiency in Microsoft Office (Word, Excel, Outlook)