

McKool SMITH

POSITION DESCRIPTION

POSITION: Financial Analyst
REPORTS TO: Director of Pricing & Strategy
DIRECT REPORTS: None
LOCATION: Dallas
FLSA: Exempt

POSITION PURPOSE:

McKool Smith, one of the nation's leading trial firms, has an exciting new opportunity for a talented individual to assist in driving forward the firm's strategic pricing and legal project management initiatives.

ESSENTIAL FUNCTIONS:

This individual will support the Director of Pricing & Strategy with data collection and analysis of the firm's historical matter information. This role is also responsible for working cross-functionally to drive process improvements and enhance communication and collaboration. The Financial Analyst will be the chief administrator of the firm's matter management and budgeting tools. This is a newly created position so a high degree of flexibility and ability to identify and communicate priorities is essential.

PRIMARY RESPONSIBILITIES:

- Create and monitor budgets within the firm's matter management system, and prepare ad-hoc reports as required
- Provide reporting to leadership of contingent and AFA matters to ensure effective revenue management and forecasting
- Serve as a liaison between attorneys and the Accounting Dept. to ensure efficient handling of matter and client specific requirements as it relates to billing, collections, and reporting
- Gather non-financial data regarding key historical matters; use best practices to collect and document this information to drive pricing and budgeting decisions
- Continuously drive process improvement initiatives as it relates to matter intake and management
- Complete ad-hoc projects as assigned

EDUCATIONAL REQUIREMENTS:

Bachelor's degree

SPECIAL KNOWLEDGE OR SKILLS:

- Exceptional attention to detail
- Strong Excel skills required
- High level of proficiency in PowerPoint and Word
- Strong financial literacy with the ability to compile and analyze large and complex data sets, often from incomplete and separate sources
- Exceptional communication skills
- Excellent organizational skills with an ability to balance multiple projects under pressure amid tight deadlines

- Strong analytical skills with the ability to interpret and draw meaningful conclusions from large data sets
- Ability to develop complex financial models with and without supervision
- Demonstrable interest in, and understanding of, fundamental pricing concepts and of law firm / professional services pricing approaches
- Ability to interact with individuals at all levels of the organization
- Character: Demonstrates a high level of professionalism, highly self-motivated and a self-starter, can-do attitude, demonstrates a desire to learn and understand, pragmatic, ability to network, team player, strong sense of ownership and accountability, ability to build trust

PRIOR EXPERIENCE:

- 3-6 years of financial analysis experience compiling and analyzing large and complex data sets and driving process improvements
- Experience working in a professional services firm a plus
- Experience working in a large organization a plus