



Position Description

Position Title: Financial Analyst – Entry Level

Reports To: CFO

Department: Accounting

Status: Exempt

Position Summary:

The Financial Analyst-entry level is responsible for all aspects of Accounts Payable, with a primary focus in ensuring all company bills are paid accurately and on time. The analyst is also responsible for ensuring the accuracy of wire transfers, company credit card payments, and payments to recipients using our third party payment portal. The financial analyst will also provide in depth reporting on various aspects of all ongoing and completed Clincierge projects. This includes, but is not limited to, supporting the Clincierge Financial Analyst in monthly reports of profitability, direct expenses, pass through expenses, retention rates, and escrow totals for all Clincierge projects. The Financial Analyst will assist in forecasting future cash flows from current and future Clincierge projects. The Financial Analyst also will support the sales and operations teams by providing actual data, estimates, reporting, and support, for a variety of tasks.

Essential Responsibilities:

- Responds to internal and external AP inquiries in a timely fashion including necessary follow-up
- Sets up and maintains vendor masters in accounting system, including W-9 reporting
- Prepares accounts payable batches, prepares recommended payments for all payment types, including review for accuracy and timeliness
- Maintains AP payment spreadsheet on a weekly basis
- Processes participant reimbursements and stipend payments, and also completes the upload and download of vendor data to payment portal (Hyperwallet)
- Sends out registration emails for the invitation of Hyperwallet participants
- Assist Clincierge Financial Analyst to provide monthly profitability reporting on all Clincierge projects and Create metrics to determine acceptable percentages for direct expenses associated to each Clincierge project, ensuring an appropriate net revenue standard is established
- Compare and analyze budgeted vs actual pass through costs for Clincierge projects, participant and revenue activity, and assist in determining attrition estimates.
- Provide actual data, estimates, and support to the sales team in order to help create more accurate budgets for new proposals and projects
- Monitor the amount held in escrow for projects, and provide updates on what percentage of budgeted pass through expenses have already been billed to date
- Recommends actions by analyzing and interpreting project and financial data and making comparative analyses
- Ad hoc reporting as assigned by CFO

Supervisory Responsibilities:

- None

Financial Responsibilities:

- None

Authority:

- None

Experience/Qualifications:

- 3 years experience in accounting position in a service or project-based firm
- Bachelors Degree in Accounting or related field preferred
- Hands-on experience in operating spreadsheets and accounting software; Experience with Deltek accounting software, or a similar project accounting system preferred
- Experience in a “pass through” company preferred
- Solid understanding of basic accounting principles
- Proven ability to calculate and manage accounting figures and financial records

Aptitudes and Work Characteristics:

- Ability to learn new procedures quickly and efficiently
- Ability to identify and correct inconsistencies or errors
- Capacity to review processes and recommend improvements or automation
- Highly organized and plan-oriented; adept at prioritization and follow-up
- Inquisitive and attentive to new information

Working Conditions:

- Essential duties and responsibilities are required to be performed within the office environment
- A significant part of the workday requires sitting at workstation, working on the computer