

Senior Analyst - Financial Planning and Analysis (FP&A)

The **Senior FP&A Analyst** will be responsible for supporting the Firm's financial planning and analysis function, including budgeting, forecasting, financial modeling and performance reporting. The role involves analyzing firm and matter-level financial data to support strategic decision-making and senior leadership.

Responsibilities:

- Assist the budgeting, forecasting, and long-term financial planning process.
- Prepare monthly reporting packages analyzing actuals against budget/forecast and prior year.
- Be knowledgeable in building financial models to analyze profitability by client, matter, and department.
- Maintain budgets for Contingency and Pro Bono Matters.
- Responsible for annual review and analysis of Billing Rates and periodic review of the same to ensure correct rates are being billed to clients.
- Generate weekly and monthly staff hours/utilization analyses and report findings to senior leadership.
- Support the CFO to track and monitor the Firm's investments in AR + Unbilled.
- Perform ad hoc analysis where required to assist management in decision-making.
- Create insightful and meaningful dashboards using BI tools, giving visibility into business performance.

Requirements:

- 5+ years of experience in a similar role; experience in Professional Services or a Law Firm is a plus.
- High proficiency in MS Excel, MS PowerPoint, and knowledge of MS Access/database applications.
- Have excellent analytical and problem-solving skills, be a critical thinker, and have strong business acumen.
- Ability to work effectively under tight deadlines, with extreme attention to detail and accuracy.
- Able to prioritize work, meet deadlines, and work independently.
- Possess excellent interpersonal and communication skills, with the ability to build relationships with internal and external stakeholders.

This is an exempt position and the annual salary range for this role is \$90,000 to \$115,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

Selendy Gay PLLC is an Equal Opportunity Employer.