

# CAREERS



**JOB TITLE:**  
Business Analyst

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Client Services

**REPORTS TO:**  
Client Services Director

## **SUMMARY:**

Under moderate supervision of the Client Services Director, the Business Analyst supports the Firm's various departments and is responsible for providing administrative and clerical support in order to ensure effective, efficient and accurate administrative operations. This includes but not limited to: review and analysis of firm time records; monthly reporting of case-specific time and expenses; and responding to additional ad-hoc reporting and change requests. The Business Analyst will assist with various projects to meet departmental goals and objectives.

## **MINIMUM REQUIREMENTS:**

- An Associate's or Bachelor's degree in Business or related field
- One (1) to two (2) years of progressively responsible professional work experience
- Accounting or disbursements experience preferred
- Ability to format and manipulate large datasets in Excel and use Excel formulas; knowledge of other data analysis tools a plus.
- Knowledge of Power BI software a plus
- Strong organizational and time management skills

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Analyze varied data for anomalies, duplicate entries, errors and omissions
- Prepare scheduled reporting for various parties (internal and external) & respond to ad hoc reporting requests
- Assist with fund disbursement process
- Research for and frequent communication with paralegals and other legal staff

## **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

## **WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. EOE. We participate in e-Verify.*