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Job Description

Job Title	IS Project Management and Financial Analyst
Department	Information Systems - Oversight
Reports to	Information Systems Oversight Manager
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (additional hours may be required)
Position Summary	The IS Financial Analyst will oversee all of the Information Systems Department financial spend throughout the lifecycle of various products, projects and assists the IS Oversight Manager with various Project Management activities.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Oversight in tracking the Information Systems budget spend by reviewing the source documentation (invoices) and making relevant adjustments, assisting in the preparation of financial and audit requirements, supporting in the preparation of reports• Responsible for development, implementation and oversight of IS financial processes• Applies in-depth knowledge of the practices, procedures and concepts of the budget, financial performance, forecasting and benchmarking processes• Utilization of information from the IS Financial Reporting Systems to provide for the measurement and benchmarking of departmental spend• Lead projects through the entire Project Lifecycle in a wide range of technology areas• Work with stakeholders to assist with development of the annual operating and capital budget for IS• To review and partner with Accounting on the post account payable ledger entries, manage and process invoices, prepare and review accounts receivables• Interface and maintain effective communication with Information System Management on financial activities• Escalate problems to appropriate individual(s) based on

- established guidelines and procedures.
- Participate in various Project meetings, to address financial issues, provide appropriate guidelines for improvising the financial process and to identify opportunities for enhancements
- Assist the IS Oversight Team with various administrative activities, through the usage of the Information Systems Project Management Tool
- Acquire and maintain current knowledge of relevant Product financial contracts
- Attend ongoing training programs to keep skills sharp.
- Quickly and efficiently respond to critical financial issues

Qualifications/Position Requirements

- Experience working with Financial Reporting systems and Finance business processes
- Industry or consulting experience with financial reporting, finance processes, finance transformation/strategy, or finance shared services
- Experience participating in large projects through a PMO
- Advanced written and verbal communications skills, with the ability to interpret and convey highly sophisticated technical and financial information in a clear, concise manner, and to make cogent presentations of analyses, reports, and investigation results
- Strong understanding of Information Technology Project and Product financial contracts
- Experience working with vendor contracts
- Strong analytic and outstanding customer service skills
- Strong interpersonal skills
- Thorough understanding of the Financial Lifecycle processes
- Ability to manage a varied workload and meet deadlines
- Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude
- Experience working in or supporting project management cross-functional strategic initiatives

Education and/or Experience

- A Bachelor's degree is required
- Minimum of four years working with financial contracts, processes and tools experience

Compensation

Commensurate with experience.

To Apply

Please send cover letter and resume to: Jackie Nunez, Human Resources Manager, Jackie.nunez@davispolk.com

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.