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## Job Description

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<b>Job Title</b>	Financial Analyst
<b>Location</b>	New York, NY
<b>Department</b>	Accounting
<b>Reports to</b>	Accounting Manager
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am to 5:30 p.m. (additional hours may be required).
<b>Position Summary</b>	The Financial Analyst will assist the FP&A group on all aspects of financial planning and analysis for the firm.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Assist in developing annual business plans for all offices.</li><li>• Perform activities associated with the firm's financial analysis function, such as compiling financial and economic data.</li><li>• Develops forecasts and trend analyses on revenue, costs and other areas of the business.</li><li>• Compiles and reviews the budgets for departments, taking into consideration actual performance, previous expenditures, and estimated expenses and income.</li><li>• Maintains accurate spending records and establishes measures for budgetary control.</li><li>• Using the firm's planning and reporting tools, prepares financial reports, financial budgets &amp; forecasts and other reports requested by management.</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>• Excellent analytical skills.</li><li>• Strong communication skills.</li><li>• Solid interpersonal skills.</li></ul>

- Comfortable managing large sets of data
- Excellent organizational and time management abilities.
- Good judgment and planning skills.
- Proficient in Microsoft Office including advanced knowledge of Excel.
- Ability to prioritize and meet conflicting deadlines
- Knowledge of Oracle Essbase a plus.

**Education and/or Experience**

- Bachelor's degree in Accounting, Finance or related field.
- 1-3 years of public or private experience in a similar capacity.

**Compensation**

Davis Polk offers a competitive salary and benefits package

**To Apply**

Send cover letter and resume to Jackie Nunez, HR Manager, [jackie.nunez@davispolk.com](mailto:jackie.nunez@davispolk.com)