
Manager of Financial Planning & Analysis

The Manager of Financial Planning & Analysis is responsible for financial planning and analysis, leveraging data-driven insights to develop strategic budgets, forecasts, and comprehensive financial models. This individual will have the ability to lead teams, foster collaboration with cross-functional stakeholders, and deliver impactful financial reporting to senior management.

Responsibilities:

- Manage the budgeting, forecasting, and long-term financial planning process.
- Prepare monthly reporting package, analyzing actuals against budget/forecast and prior year, including managing budgets for the contingency and pro bono matters.
- Analyze key performance indicators (KPIs) to identify trends, variances, and areas for improvement.
- Analyze a large volume of data and create insightful and meaningful dashboards using BI tools, giving visibility on business performance.
- Design sophisticated financial models to analyze various business scenarios and assess potential impacts on profitability by client, matters, and department.
- Build complex pricing models to support the leadership in informed decision making on Alternate Fee Arrangement and/or value-based pricing.
- Conduct annual review and analysis of Billing Rates and periodic review of the same to ensure correct rates are being billed to the clients.
- Generate weekly and monthly hours/utilization analysis and report findings to the senior leadership.
- Support CFO to track and monitor Firm's investments in AR + Unbilled.
- Perform ad hoc analysis where required to assist management in decision making.

Requirements/Skills:

- 5 to 10+ years of experience in a similar role, with experience in Professional Services or Law Firms a plus.
- High proficiency in MS Excel and in MS PowerPoint is a must. Legal enterprise system knowledge is preferred.
- Excellent analytical and problem-solving skills.
- A critical thinker with a strong business acumen.
- Ability to work effectively under tight deadlines, extreme attention to detail, and consistently accurate.
- Ability to learn, adapt, and use new systems and financial planning tools in support of business needs.
- Ability to prioritize work, meet deadlines, and work independently.
- 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 \$150,000 to \$175,000, 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.