

# Davis Polk

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## Job Description

<b>Job Title</b>	Financial Analyst
<b>Location</b>	New York
<b>Department</b>	Accounting
<b>Reports to</b>	Director, Practice Analysis
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
<b>Position Summary</b>	The Financial Analyst will create financial reports and analyze data for the Practice Analysis Group.
<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>– Utilize Oracle and other financial systems to extract data and prepare financial reports.</li><li>– Analyze financial data related to client performance.</li><li>– Prepare management reports related to practice area performance.</li><li>– Participate in preparation of month-end financial package.</li><li>– Prepare financial presentations in PowerPoint.</li><li>– Work with Partners to model pricing proposals.</li><li>– Multiple ad-hoc projects.</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>– Strong communication skills.</li><li>– Advanced knowledge of Excel and PowerPoint.</li><li>– Comfortable managing large data sets.</li><li>– Knowledge of Oracle and Smartview a plus.</li></ul>
<b>Education and/or Experience</b>	<ul style="list-style-type: none"><li>– Bachelor's degree in business-related field.</li><li>– 1-3 years of public or private experience in a similar capacity.</li></ul>
<b>Compensation</b>	Commensurate with experience

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**To Apply**

Submit resume and cover letter to: [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com)

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.