

## Financial Analyst

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The Financial Analyst, also referred to as Regional Financial Specialists (RFS), is the financial partners of the territories and workgroups at PDI Ninth House. This role provides regular reporting and analysis of results. The RFS also plays a key role in coordinating the transactions which have a direct impact on complete and accurate results for the groups supported and PDI Ninth House.

### JOB RESPONSIBILITIES

- Conduct an analysis of monthly financials, providing insight on results and recommendations on areas of potential improvement
- Conduct regular review of projects to verify accuracy of revenue, costs, and margins
- Weekly and monthly review of forecast and invoicing
- Creation of monthly and ad-hoc reports
- Conduct meetings with leadership, project management team and others
- Coordinate accounting transactions with groups supported and actively follow-up on invoicing, collections, time entry, expense reporting, etc.
- Provide accounting support, be the go-to person for Accounting related questions

### EXPERIENCE AND EDUCATION REQUIREMENTS

- Minimum of 2-year Accounting degree required, 4-year degree in Accounting or Business preferred
- 2+ years of Accounting experience required, including experience with analysis
- SAP experience preferred

### COMPETENCIES

- Understand business reporting and basic accounting concepts, such as: debits/credits, revenue recognition, work in progress, unearned income, accruals, and variance analysis
- Initiative to identify and address issues, making recommendations for improvements
- Strong attention to detail
- Ability to prioritize, multi-task, and meet deadlines
- Excellent customer service and communication skills
- Proficient in Microsoft Office, including pivot tables and other functions within Excel

**PDI Ninth House** is the premier global leadership solutions company with distinctive expertise in accelerating leadership effectiveness to maximize organizational performance. We have more than 40 years of experience in helping clients identify, manage, develop, and promote superior leaders across all levels of the organization. PDI Ninth House uses a unique combination of innovative, field-tested strategies; state-of-the-art technology; and proven processes to tailor specific solutions for our clients. PDI Ninth House partners with the world's leading organizations, enabling them to address critical leadership challenges with innovative solutions. Our aim is simple—the well-placed confidence that clients' current and future leaders are distinctively stronger than their competition, resulting in sustained, superior performance.

**PDI Ninth House** provides employees with the opportunity to build their career in a stimulating, multicultural environment as well as offering competitive compensation and benefits. PDI Ninth House is an equal opportunity employer (EOE).

**Job reference:** REQ # PW2058