



<b>Title</b>	<b>Senior Financial Analyst</b>
<b>Business</b>	<b>Accounting/Finance</b>
<b>Reports to</b>	<b>VP, Finance and Administration</b>

Advocate is an advisory and managed services company of IT business experts and data scientists dedicated to helping companies optimize their technology infrastructure. Utilizing marketplace intelligence, decision analytics and acceleration capabilities, Advocate partners with its clients in innovative ways to save money, improve performance and deliver crucial insight to help them make the best possible decisions related to their technology investments. That's why we work, Smarter. Together.

We are seeking a **Senior Financial Analyst** to join our team in Norcross, GA. The position's overall focus is in enabling the accounting and finance team to provide timely and accurate financial information which will allow Advocate to meet and exceed targets. The primary responsibilities are to provide support to the overall organization via robust analytics, planning (forecast and budget), and reporting. The position will be accountable for process improvements utilizing advanced analytics and reporting to further our team goals of speed and accuracy.

#### **RESPONSIBILITIES**

- Provide accurate and timely forecasting
- Support the VP, Finance and Administration with all reporting needs both internal and external
- Ensure accuracy of monthly, quarterly, and annual results
- Assist and lead with the annual planning process
- Provide support with long term, strategic planning
- Implement process improvements within finance and accounting to streamline workflows
- Assist the finance and accounting team with documenting all processes through Advocate Playbooks
- Utilize advanced tools to provide accurate, robust, and timely financial and operational performance data to the business
- Work on special projects as needed
- Serve as backup in other accounting and finance areas as needed

#### **SKILLS**

- Lead by example with the ability to coach and develop team members
- Comfortable working in a fast-paced, collaborative, team environment
- Analytical aptitude with the ability to learn new information and skills quickly
- Strong oral and written communication skills
- Ability to manage projects and tasks to completion
- High self-confidence with the ability to take and apply constructive feedback
- Keen attention to detail
- Self-motivated and achievement-oriented
- Comfortable working in a fast-paced, team environment



## QUALIFICATIONS

### Required

- 4-year college degree, with concentration in Finance, required
- At least 3-5 years finance experience required; experience should include planning and reporting at a corporate level
- Knowledge of financial statements including income statement, balance sheet, and cash flow
- Advanced skill level with Microsoft Excel
- Intermediate to advanced skill with PowerPoint and other Office products
- Must provide Proof of Right to Work in the United States on the I9 Form
- Ability to work with all levels of a small organization via verbal, written, and in person communication skills

### Preferred

- Advanced degree
- Working knowledge of advanced analytic and reporting tools such as PowerBI or similar is highly
- Experience with Sage Intacct
- Experience with Projector PSA or similar professional services automation software
- Experience with Professional Service or IT organization
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## OPPORTUNITIES

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**
- Named one of the Top 100 Workplaces by The Atlanta Journal-Constitution
- Work daily with Fortune 500 Clients
- Opportunity for rapid career advancement

## REWARDS AND BENEFITS

- Competitive base pay
- Incentive bonus plan
- Paid time off
- Industry Competitive Health and Welfare Benefits
- Company matched 401(k) with immediate vesting
- Two paid days off for community service
- Flexible work arrangement to support a good work-life balance
- Professional development with a long-term career path
- Continuing education and training reimbursement
- Paid employee referral program

If you'd like to join the Advocate team, send your cover letter and resume for consideration to: [careers@advocateinsiders.com](mailto:careers@advocateinsiders.com)