



Job Title: Consulting Associate
Department: Consulting
Reports to: Consulting Leadership
Level: Full time, Exempt
Updated: July 2021

Summary of Responsibilities:

The position will assist with Business Valuations, Mergers and Acquisitions Due Diligence, Quality of Earnings Analysis, Litigation Support, Fraud and Forensic Engagements. The candidate will work with consultants to determine strategy for engagements. The ideal candidate will have a background in finance and/or accounting with 1-2 years of experience. Prior experience in assurance is a plus, but not a requirement. This is a dynamic role with tremendous opportunity to learn and grow.

Essential Functions:

- Assist with financial analysis for transactions and/or projects.
- Assist with preparation of Valuation and Due Diligence Analysis Reports utilizing PowerPoint.
- Perform M&A Due Diligence and Quality of Earnings Analysis.
- Create and populate excel models with financial data for purposes of analysis.
- Proofread and match check reports prior to final issuance.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Draft project memorandums as needed for client and or consulting team.
- Provide support services as needed for closing of engagements.
- Coordinate with Consulting Leadership Team to determine client needs and complete applicable projects.
- Learn the “People” needs of a client’s organization, operating with consultative approach, building the relationship with appropriate client contacts.
- Other duties, as assigned.

Education, Experience, and Skills:

- Bachelor’s degree in Finance or Accounting is required.
- 1-2 years’ experience in Finance or Accounting role preferred.
- Prior assurance experience is a plus, but not a requirement.
- Strong interest in equity markets.
- Strong organizational and multi-tasking skills.
- Possess an understanding of business drivers and the implications involved in cautious client solutions.
- Excellent written, proofreading, and verbal communication skills.
- Advanced skill level working with Microsoft Power Point, Word, Excel and Outlook.
- Ability and desire to perform Internet research on multiple topics.
- Must be comfortable interacting with professionals at all levels, internally and externally.

- Must be able to function effectively with multiple team members, set priorities and meet deadlines.

Expectations:

- Dependable and flexible with work schedule demands.
- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Keep open communications with manager and partners.
- Perform work with confidence and pride, follow through to completion.
- Work independently and make informed decisions. Discuss with manager when needed.
- Self-motivated.
- Work in a safe, clean and employee friendly atmosphere.

Working Conditions:

- Ability to be seated for long periods of time – office desk environment.
- Occasional heavy lifting.
- Minimal hazards.
- General office working conditions.
- Travel as required.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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