



BrightHouse, a business division of The Boston Consulting Group (“BCG”), is a global creative consultancy. We help organizations uncover their timeless purpose so they can grow their people, profits and social impact.

BrightHouse is looking for a Global Financial Analyst for their Atlanta office to support their Atlanta and Berlin offices. The individual in this role will be responsible for supporting BrightHouse in the following areas:

AR/WIP/DSO tracking, project reporting and contract database management, revenue tracking and analysis, internal ad hoc reporting, as incurred clients finance support, expense report support and backup of other finance functions. This position requires strong collaboration with other team members. The individual will be expected to proactively contribute to enhance the financial performance of the firm while providing support and leverage to the Finance Supervisors and Finance Manager.

## **POSITION RESPONSIBILITIES**

1. The Financial Analyst, under the guidance of Finance Supervisor and Finance Manager, focuses on the following core areas:
2. Assigned client service and support
3. Accounts Receivable and Revenue WIP DSO and Contract database assistance
4. On assignment as incurred invoicing/reporting support and ad hoc analysis
5. Expense report support
6. Back up other finance functions (T&B, AP, other)

### **1) Client Service and Support**

- Supports client financial analysis and regular reporting needs. Provides regular project management reporting on assigned clients (system generated and custom) and is required to explain variances to budget, proactively provide status updates to lead billing MD
- Generates timely and accurate clients’ invoices according to contract
- Produces reports to facilitate client billings as incurred expense breakdowns for client billings on pass thru engagements
- Ensures all documentation requirements are collected, including proposals, budgets, contracts, relevant case files and correspondence with focus on risk mitigation
- Processes updates to Time and Expense records in Time and Billing a proprietary Oracle database
- Supports vendor and procurement setup for assigned clients
- Assists with external auditors and BCG Risk Team requests on a needed basis



- Participates in regional ad hoc reporting requests as well as supports regional initiatives as needed

## **2) Accounts Receivable and Revenue WIP DSO and Contract database assistance**

- Completes weekly/monthly review and reporting of work-in-progress, accounts receivable, collections and absorptions to ensure timely processing and accurate revenue reporting
- Helps with contract database (CCM) management and screens contracts for red flags
- reporting
- Assists with project analysis of actual vs budget and forecasts possible over budgets and alerts Finance Supervisor
- Proactively manages risk for the firm by ensuring proper procedures are followed during proposal, contracting and execution of the project

## **3) On assignment as incurred invoicing/reporting support and ad hoc analysis**

- Run queries in BCG's business intelligence software system (Business Objects) to prepare expense invoices
- Review all expenses for reasonableness and ensure compliance with the clients' Master Service Agreement as well as BH expense guidelines
- Ensure backup is gathered correctly for submission to the client
- Prepare accurate summary of expenses to be invoiced, credits, etc.

## **4) Expense Report Support**

- Ensure expense policy compliance and serve as a go-to person for staff questions in relation to the policy
- As needed analyze expense trends
- Support risk review

## **5) Staffing**

- Executes the staffing of consultants on case/client and internal projects
- Work with Directors and MDs to make sure staffing assignments are correct for each team
- Review staffing assignments against timesheets to ensure revenue is correct for each case
- Ensure projections of staffing allocation flow nicely to the look forward reporting of project execution



#### **6) Back up other Finance Functions (T&B, codes, other)**

Serves as a back-up for all client related activities. In addition, provides backup processing timesheet/expense reports, ensures compliance with BH policies and procedures and resolving any discrepancies when needed.

### **QUALIFICATIONS**

- Associates or Bachelor's degree in Finance, Economics, or Accounting or Business with emphasis in accounting/finance
- 2-3 years relevant business experience in finance or accounting, preferably in a professional services firm

### **KEY COMPETENCIES**

#### Skills:

- Advanced / expert technical skills with proficiency in desktop applications and financial systems. Extensive use of Windows and the following software applications:
  - PowerPoint, Excel, Word
  - Outlook
  - Oracle or other large financial systems environment
  - Advanced data mining experience, business objects or comparable system
- Strong interpersonal skills to team with all levels of the organization
- Exercise good judgment and understanding of how decisions impact overall organization
- Client service-oriented
- Exercise sound judgment in dealing with work flow and uncertain situations; recognize limitations and when to surface issues to supervisor
- Creates positive and productive work environment and values contribution of others
- Excellent verbal and written communication skills
- Ability to work in a fast pace environment, produce quality work for multiple projects simultaneously and under time constraints
- Commitment to improving and learning new topics and skills; receptive to feedback

#### Proficiency in the following areas:

- Knowledge of project accounting systems
- Knowledge of budgeting and planning tools
- Analytical and reporting skills



To learn more about BrightHouse, please visit our website at [www.thinkbrighthouse.com](http://www.thinkbrighthouse.com). Interested applicants should submit a resume and cover letter to [hr@thinkbrighthouse.com](mailto:hr@thinkbrighthouse.com) and should submit an online application at [www.thinkbrighthouse.com/careers/](http://www.thinkbrighthouse.com/careers/)

BrightHouse, a business division of the Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable.

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