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# Example of Advisory Services Staff Job Description

Our company is growing rapidly and is hiring for an advisory services staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for advisory services staff

* Coordinate executive communications
* Serve as primary deputy and liaison with the Senior Leadership Team and Partners from Business Units
* Build strategic discipline and deployment mechanisms to monitor and ensure execution of priorities
* Focus on budget and priority / capacity management
* Compile and help analyze financial reporting packages
* Work with Managers to communicate financial metrics to senior management
* Provide support to accounts receivable and accounts payable departments
* Review state and local sales tax and payroll tax returns
* Participate in developing and proposing creative solutions to engagement and transaction risks and effectively manage problem resolution
* Clean and transform different data sources while assessing the elemental value for subsequent investigation

## Qualifications for advisory services staff

* Familiarity with digital advertising and ad-tech ideal
* You are well versed in data and telling truth to power when data looks wonky
* Definite advanced proficiency with software tools such as Excel to gather, assess, and analyse data PowerPoint to build presentations
* BA/BS/MS/MBA in Accounting and/or Finance or law degree
* Business valuation experience is preferred
* Must be business proficient in German and English, written and verbal