Downloaded from <https://www.velvetjobs.com/job-descriptions/staff-financial-analyst>

# Example of Staff Financial Analyst Job Description

Our innovative and growing company is looking to fill the role of staff financial analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff financial analyst

* Maintaining intercompany relationship to facilitate timely resolution of issues for ease of reconciliation
* Prepare and reconcile fund specific demographics leveraging multiple interrelated technology systems
* Oversee and maintain deal level investment allocation percentages
* Assist in the quarterly accounting close process including preparation of income statements, balance sheets and statements of cash flows, and preparation of support schedules showing detailed investment activity, income and expense amounts
* Prepare and monitor the timing delivery of internal and external deliverables
* Coordinating with the firm’s operations, tax, investor relations, compliance, portfolio and legal teams
* Reviewing private equity fund clients' partnership agreements, private placement memorandums, and other materials
* Obtain and maintain all supporting documentation required for all executed investment’s
* Prepare capital call and capital distribution calculations and memos
* Monitor cash management activities including forecasting

## Qualifications for staff financial analyst

* At least 3 years experience in IT Finance/Accounting
* Oversee and coordinate the subscription document review process
* Assist in the execution of the annual audit ( preparation and oversight of the confirmation process
* Assist in the preparation of tax estimates and final k-1’s allocation schedules
* Reconcile quarterly investor statements
* Maintain various internal calendars