

JOB TITLE:
Financial Data Analyst

FLSA:
Non-Exempt

DEPARTMENT:
Securities and Consumer Fraud

REPORTS TO:
Attorney/Director of Shareholder Services

SUMMARY:

Under the general supervision of the Attorney/Director of Shareholder Services, the Financial Data Analyst supports the prosecution of securities fraud litigation by analyzing client trading data, cleaning and formatting data, performing company and financial research and analysis, and generating reports.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Finance, Business or a related field, or equivalent work experience
- Two (2) or more years of progressively responsible work experience
- Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data
- Superior knowledge of Excel, including advanced level proficiency in processing and manipulating data within spreadsheets and creating charts and PivotTables
- Must be comfortable with Mathematics, particularly algebraic reasoning
- Knowledge of print and electronic research techniques and information sources
- Experience using web-based financial applications (e.g., Bloomberg, FactSet Thomson One, EDGAR PRO, or Google Finance) a plus.
- Strong organizational and time management skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Analysis of institutional and individual shareholder data
- Assemble spreadsheets; create charts and tables to illustrate data in court filings
- Gather financial information and calculate losses for equities, bonds, and other securities
- Analyze client data in settled cases, including review of plan of allocation and calculation of estimated recognizable losses
- Assist the firm with its Portfolio Monitoring program for institutional investors
- Research new case filings and analyze fundamental economic, industrial, or corporate developments impacting clients and investments
- Maintain knowledge and stay abreast of developments in financial markets and securities litigation

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position.

WORKING CONDITIONS:

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.