

Junior Financial Data Analyst

Position Type: Full-Time
Company Name: Foundation Source
Location: Fairfield, CT

About Foundation Source

Foundation Source is the nation's leading provider of outsourced support services for private foundations. We handle the "back-office" tasks that foundations don't have the time, inclination or capacity for...allowing donors, directors, staff and advisors to focus on charitable giving. Services include administration, compliance monitoring, federal and state filings, grants management and much more.

Overview/Job Description

The Junior Financial Data Analyst will compute, classify, and record numerical and financial transaction data to keep financial records complete for an assigned client group. Data, in some cases, will be imported from various financial institutions and outside vendors. Financial data transactions will also be entered manually when necessary. This position will work closely with the financial analysts to review the data, minimize errors and streamline current processes. Reconciliation of the account transactions to client statements will also be required.

Primary Responsibilities

- Process and record daily financial transaction files
- Streamline current processes in order to maintain timely processing of account activity
- Reconciliation of financial transaction data to monthly statements received
- Handle special adhoc projects as they arise

Ideal candidates will possess the following skills and qualifications:

- 1-2 years experience in the areas of financial data transaction processing and reporting
- BA degree in accounting or finance
- Solid understanding of different investments such as equity, fixed income etc.
- Strong interpersonal and teamwork skills
- Must be detail oriented, self motivated and able to prioritize
- Ability to learn quickly and take initiative
- Experience in financial services industry a plus
- Excellent computer skills