



## **Open Professional Staff Positions**

**Updated January 25, 2021**

Below is a list of the current open professional staff positions at Dorsey & Whitney LLP. To apply, please submit the [application form](#), resume and cover letter to us at: [careers@dorsey.com](mailto:careers@dorsey.com). **In the subject line, please include your Last Name, First Name – Job #XXXX – Office Location (if multiple offices are listed in the job posting).** If a disability prevents you from using our online process or emailing us, please call 612-492-5178.

### **Professional Staff Open Positions:**

[Job #3302 - Recruiting and Integration Manager \(Denver, Minneapolis, New York, Salt Lake City\)](#)

[Job #3306 – Legal Support Staff Manager \(Minneapolis\)](#)

[Job #3308 – Patent Specialist \(Denver\)](#)

[Job #3322 – Real Estate Paralegal \(Dallas, Minneapolis, Salt Lake City\)](#)

[Job #3326 – Corporate Legal Assistant \(Toronto\)](#)

[Job #3327 – Legal Assistant/Office Coordinator \(Delaware\)](#)

[Job #3328 – IP Docket Specialist \(Denver, Salt Lake City, Seattle\)](#)

[Job #3329 – Department Assistant \(Seattle\)](#)

[Job #3330 – Public Finance Legal Assistant \(Des Moines\)](#)

[Job #3332 – Financial Analyst \(Minneapolis\)](#)

### **Position Descriptions:**

#### **Recruiting and Integration Manager – Job #3302 – Denver, Minneapolis, New York, or Salt Lake City**

Dorsey & Whitney is a trusted law firm and valued business partner with locations across the United States, Canada, Europe and Asia. We are a premier legal counselor to companies worldwide in a wide range of industries, including banking & financial institutions; development & infrastructure; energy & natural resources; food, beverage & agribusiness; healthcare; and technology.

We are seeking a **Recruiting and Integration Manager** in our Talent Management group. In this role, you will manage the partner and of counsel attorney hiring and integration for all of the Firm's offices. Are you interested in joining a collaborative, collegial group and growing your career in recruiting? If so, we strongly encourage you to apply for this role! This position has the opportunity to be located in any of our Denver, Minneapolis, New York, or Salt Lake City office.

#### **Key Responsibilities**

You will work with firm colleagues to drive Dorsey's recruitment of senior level attorneys, which includes:

- Reviewing attorney submissions and collaborating with hiring partner(s) to determine which candidates align with Dorsey's hiring needs, managing interview scheduling, and monitoring post-interview evaluations.
- Meeting with attorney candidates and serving as a resource regarding Dorsey's compensation, benefits, and policies.
- Preparing summary information for interviewers, complete with relevant background information.
- Managing pre-employment due diligence process (including background and reference checks) and identifying and resolving issues, working closely with Director of Lawyer Recruiting, Employee Relations Attorney, and Ethics Partner.
- Leading all aspects of the conflict checking process and coordinating the flow of information between the candidate, Conflicts Attorney, and relevant Dorsey partners.



- Coordinating the compilation of candidate materials for review and approval by Management, including statement of need and fit, business plan, interview evaluations, and internal equity analysis.
- Running onboarding, orientation, and integration; providing support to new hires and coordinating with candidate's sponsors to ensure successful integration.
- Partnering with Diversity & Inclusion Staff and Partners to strategize and implement diversity recruiting initiatives.
- Establishing and maintaining positive relationships with search agencies and candidates.
- Negotiating terms with search agents on behalf of Dorsey.

#### **What We're Looking For**

- Bachelor's degree.
- At least 3 years of legal recruiting experience or 5 years of professional recruiting experience.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks simultaneously and work well under pressure.
- Demonstrated process management and organizational skills.
- Excellent diplomacy skills and sound judgment.
- Ability to maintain confidentiality of information.
- Solid understanding of employment law/recruiting hiring issues.
- Master's degree in Human Resources, Industrial Relations, or Business preferred.
- At least 2 years of supervisory experience preferred.

#### **About Dorsey**

Dorsey offers a competitive pay and benefits package including comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners; a generous paid time off policy; retirement savings plan; profit sharing contribution; paid holidays; paid parental leave, paid volunteer day; adoption assistance; back-up child care program; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more! (Some benefits are subject to eligibility criteria).

Dorsey values the strength that comes from a diverse and inclusive workplace. It contributes to the success of our people and our clients and enriches our experience. We encourage individuals with diverse backgrounds and experiences to apply.

Dorsey & Whitney LLP is an EEO/AAP/Disabled Vets Employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

The pay range for this position in Colorado only is an annual salary of \$63,440 to \$95,160.

#### **Legal Support Staff Manager - Job #3306 – Minneapolis**

Dorsey & Whitney is a trusted legal advisor and valued business partner with locations across the United States, Canada, Europe and Asia. We are a premier legal counselor to companies worldwide in a wide range of industries, including banking & financial institutions; development & infrastructure; energy & natural resources; food, beverage & agribusiness; healthcare; and technology.

We are seeking a **Legal Support Staff Manager** in for our Minneapolis office. In this role, you will manage all aspects of the legal secretary and administrative employee functions for the Corporate and Transactions groups.

#### **Additional Responsibilities Include:**



- Manage secretaries and miscellaneous timekeepers in the Corporate and Transactions Groups, including coordination, preparation and delivery of performance evaluations, staffing assignments, administering salaries, disciplining and discharging.
- Coordinate support staff recruiting, including establishing hiring standards, job description drafting and revision, preparing job requisitions, applicant screening, follow up with Human Resources and act as employment agency liaison. Coordinate temporary staffing.
- Investigate, analyze and report management problems. Develop recommendations and implement solutions.
- Communicate policies to departing attorneys; monitor departed attorney emails.
- Plan various social functions for various departments (arrivals, departures, holidays) and manage attorney and social budgets within the Corporate and Transactions groups.
- May be requested to perform other related duties not mentioned above.

**What we're looking for:**

- Bachelor's degree or equivalent experience to include 3-5 years in Industrial Relations or Human Resources experience.
- At least 3-5 years supervisory experience such as recruiting, training, hiring, and disciplining employees.
- Experience working at a law firm or professional services firm.
- Strong problem-solving skills.
- Strong interpersonal and communication skills and the ability to build effective working relationships with all levels of firm personnel.
- Proficiency in Microsoft Excel and Word.

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**How to Apply:**

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*Please note that Dorsey is not currently accepting search firm submissions in connection with this opening.*

**Patent Specialist – Job #3308 – Denver**

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range of industries, including banking & financial institutions; development & infrastructure; energy & natural resources; food, beverage & agribusiness; healthcare; and technology.

We are seeking a **Patent Specialist** in our Denver office. As a valued team member, you will provide U.S. patent prosecution support to attorneys in a dynamic environment. The ideal candidate will be eager to learn with at least 1 year of patent prosecution experience. Do you deftly handle multiple tasks? Are you a good communicator with a focus on excellent customer service? Do you thrive in a dynamic office environment? If so, then we would appreciate hearing from you.

**In this role, you will:**

- Assist in drafting correspondence to clients regarding status of applications and patents, including reporting of filing receipts for applications, publication notices, and forwarding patent certificates.
- Review and manage files, understand docket, deadlines, and action needed on each file.
- Communicate with appropriate attorneys and team members regarding deadlines and action items.
- Prepare and file, with the USPTO, various routine formal application documents, e.g. General Authorization, Power of attorney.
- Review for accuracy and report routine USPTO communications, e.g., Filing Receipt, Assignment Recordations, other formality items.
- Assist with new portfolio intakes and transfers.
- Assist with patent due diligence projects.
- Review issued patents for errors, determine expiration dates of patents, prepare certificates of correction, if necessary.
- Prepare declarations and assignment documents.
- Work with attorneys and paralegals on the preparation and filing of information disclosure statements.
- Navigate the USPTO PAIR system to obtain application status updates and download documents.
- Assist senior paralegals with projects on an as-needed basis.
- May perform other duties as requested.

**What we're looking for:**

- High School diploma or G.E.D. equivalent.
- At least 1 year of patent prosecution experience.
- Strong knowledge of Microsoft Office and Adobe Acrobat.
- Proficient knowledge and usage of document management systems (e.g. NetDocuments).
- Familiar with USPTO procedures, rules and requirements.
- Ability to effectively utilize IP docketing software (Foundation IP), USPTO online resources (PAIR, EFS-Web, EPAS) and other patent-related websites.
- Ability to independently and efficiently prioritize workflow, and maintain an organized task schedule.
- Ability to manage high volume and efficiently prioritize competing demands.
- Strong oral and written communication skills, with particular attention to detail.

**Preferred:**

- Bachelor's degree and/or Paralegal Certificate, or equivalent.

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The pay range for this position in Colorado only is \$18.10 to \$27.16 per hour.

### **Real Estate Paralegal – Job #3322 – Dallas, Minneapolis, or Salt Lake City**

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We are seeking a **Paralegal** in our Real Estate group in our Dallas, Minneapolis, or Salt Lake City office. As a valued team member, you are a critical part of Dorsey's client service team, working collaboratively with lawyers and clients on an array of substantive client matters. Are you a strong communicator and love to work independently and with a team? If you are an experienced paralegal with real estate experience and strong organizational skills, then we would love to hear from you.

#### **In this role, you will:**

- Review and analyze title commitments and surveys.
- Communicate with attorneys, clients, local governmental units, title companies and surveyors.
- Draft closing documents and title resolution documents.
- Order searches, certified copies and zoning letters.
- May be requested to perform other duties not mentioned above.

#### **What we're looking for:**

- Bachelor's degree or completion of paralegal program including Real Estate, together with at least 2 years of commercial Real Estate experience.
- Knowledge of commercial real estate transactions.
- Strong oral and written communication skills.
- Proven analytical ability, excellent attention to detail and organizational skills.
- Ability to work both independently and as part of a team.
- Ability to work overtime if needed.

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*Please note that Dorsey is not currently accepting search firm submissions in connection with this opening.*

### **Corporate Legal Assistant - Job #3326 – Toronto**

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We are seeking an experienced **Corporate Legal Assistant** to join our Toronto office. In this role, you will assist in managing the effective and smooth-running daily office operations of the Toronto office and provide corporate secretarial support for assigned attorneys. Are you a strong multi-tasker with great communication and organizational skills? Do you enjoy working in a fast paced professional environment? If so, then we would appreciate hearing from you.

#### **Additional responsibilities include:**

- Perform corporate legal assistant duties for three or more timekeepers.
- Create and revise documents from handwritten, typed, or electronic copy.
- Ensure document integrity by producing virtually error-free documents without supervision.
- Recognize potential problems in meeting deadlines and take action to ensure deadlines are met, including timesheet and expense entry.
- Set up and establish electronic files on Dorsey systems.
- Maintain file organization and updated indexes.
- Assist with closings, including locating any related and/or missing documents or activities to be part of the closing or post-closing.
- Store and maintain records of the registrations and closing sets for the office.
- Assist with additional projects as requested, including preparation and filing of stock records, stock certificates, review of printer proofs of filings with the United States Securities and Exchange Commission and state regulatory filings.
- Practice effective communications by appearing professional and capable to clients and attorneys.
- May perform other duties as assigned.

#### **What we are looking for:**

- At least 10 years of related experience, preferably in a corporate law firm setting.
- Knowledge of corporate procedures and transactions.
- Excellent verbal and written communication skills and conflict resolution skills.
- Excellent proofreading skills.
- Flexibility and willingness to exercise initiative and good judgment.
- Ability to maintain a high level of confidentiality and professionalism at all times.
- Excellent organizational, analytical and problem-solving skills.
- Ability to handle multiple tasks while meeting deadlines.
- Ability to work independently and under pressure in a remote/home (temporarily) or office environment.
- Must be able to relate well to all levels of clients, both external and internal, attorneys and staff members.
- Ability to type at least 50 wpm.
- Excellent technical skills, including Microsoft Office.
- Flexibility with schedule (overtime may be required) and excellent attendance.
- High School diploma or G.E.D. equivalent.



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*Please note that Dorsey is not currently accepting search firm submissions in connection with this opening.*

#### **Legal Assistant / Office Coordinator - Job #3327 – Delaware**

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We are seeking a **Legal Assistant/Office Coordinator** for our Wilmington, Delaware office to perform client services duties including reception, legal assistant and administrative duties for lawyers, the Regional Director and other administrative departments in MN. In this role, you will have to multi-task and shift between priorities throughout the day to complete legal work and tend to the office needs. This position will ensure smooth running operations of the Delaware office with guidance from the Regional Director and serve as the local contact between the office, the Regional Director, and the Minneapolis office concerning office administrative issues. This is an excellent opportunity for someone to be the sole administrative and legal professional for this small branch office.

\*Currently the position is a hybrid of on-site and remote work due to COVID-19. Dorsey is committed to keeping their workplace safe and only require on-site work for essential business functions.

#### **Additional Responsibilities Include:**

Legal Assistant and Administrative Duties:

- Perform legal assistant and administrative duties for 4 or more timekeepers.
- Create and revise documents from handwritten, typed, or electronic copy.



- Ensure document integrity by producing virtually error-free documents without supervision and under sometimes short deadlines.
- File documents electronically with courts.
- Recognize potential problems in meeting deadlines and take appropriate action to ensure deadlines are met, including timesheet and expense entry.
- Set up and establish electronic and chronological files on Dorsey systems.
- Maintain file organization and updated indexes.
- Assume responsibility for billing as directed.
- Work closely with the timekeepers to move client files forward and meeting clients' needs.

**Client Services/Office Coordinator:**

- Serve as primary contact person for lawyers and others when assistance is needed.
- Work in cooperation with Partner-in-Charge and Regional Director in implementing and following the firm's policies and procedures, including implementing changes to procedures. Establish best practices for the office for highest efficiencies.
- Order supplies and monitor inventories weekly/monthly.
- Prepare copies and create binders for legal or other projects, both electronic and physical.
- Responsible for the local checking and trust accounts and coordinating account reconciliation with the Minneapolis Accounting department.
- Provide assistance for marketing, recruiting and diversity events and programs, including preparation of marketing materials as requested.
- Handle facilities and IT issues for the office in conjunction with the Minneapolis office and building management.
- Coordinate and manage volunteer events, community service events, health and wellness and other office events.
- Cover reception, answer phones, and provide excellent customer service.
- Receive and distribute incoming mail and packages; track and prepare items for shipment.
- May be requested to perform other duties not mentioned above.

**What we're looking for:**

- High school diploma or G.E.D. equivalent.
- 0-5 years of related experience with preference to law firm or other professional service experience; Experience running a small office helpful.
- Ability to type 50 wpm; proficient in Microsoft Word/Excel/Acrobat.
- Excellent organizational, analytical, reasoning and problem-solving skills.
- Ability to work independently.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- Ability to coordinate multiple tasks and perform well under pressure.
- Ability to communicate effectively with all levels of personnel.
- Ability to represent Dorsey to clients, visitors and co-workers in a positive and professional manner.

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## **IP Docket Specialist - Job #3328 – Denver, Salt Lake City, Seattle**

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We are seeking an **Intellectual Property Docket Specialist** for our Seattle, Salt Lake City, or Denver office. In this role, you will support all aspects of U.S. and foreign patent docketing across Dorsey’s IP offices. Are you detail orientated and a strong communicator? Do you love to work independently? If so, we would love to hear from you.

### **Additional Responsibilities Include:**

- Maintain docket records and information via an electronic IP docket system.
- Docket patent application filings, incoming office actions, formalities and all other correspondence related to the filing, prosecution and opposition.
- Update the docket daily based on incoming/outgoing correspondence received from the USPTO, international patent offices and foreign agents.
- Prepare and schedule periodic docket reports per office procedures.
- Issue new docket number requests.
- Review outstanding open dates in electronic docket system and follow up on or advance dates in accordance with existing country law and practice procedures.
- Prepare, maintain, and distribute various reports.
- Conduct periodic system reviews.
- Update the docketing database for transfer-in and transfer-out matters, and changes in client information.
- Assist docket staff, attorneys and support staff with other tasks as needed.
- May be requested to perform other duties not listed above.

### **We’d love to hear from you if you have:**

- High School diploma or G.E.D. equivalent.
- At least 2+ years of prior law firm experience, especially within intellectual property (preferred).
- Knowledge of national and international patent law.



- Ability to interface with U.S. Patent and Trademark Office, WIPO and other websites regarding patent matters.
- Computer skills that include word processing and data entry.
- Strong ability to organize information using manual and computer formats.
- Ability to communicate effectively with firm personnel, clients, and can follow oral and written instructions.
- Accuracy, attention to detail, and can handle multiple tasks while meeting deadlines.
- Ability to work independently with little supervision.
- Flexibility regarding hours (overtime may be requested).
- Experience with computerized data systems, preferably Foundation IP

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For Denver applicants only, the pay range for this position is \$24.02 to \$36.03 per hour.

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#### **Department Assistant - Job #3329 – Seattle**

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We are seeking a **Department Assistant** to join our growing Patent department in our Seattle office. As a valued team member, you will provide a broad range of administrative support to attorneys and staff. Do you deftly handle multiple tasks? Are you a good communicator with a focus on excellent customer service? Do you thrive in a dynamic office environment? If so, we’d welcome your application.

#### **Additional Responsibilities Include:**



- Provide administrative assistant support for our attorney team – including managing calendars in Outlook, making travel arrangements, reserving conference rooms, preparing expense reports, processing vendor invoices, and time entry.
- Perform administrative support for the patent department – including filing and distributing incoming correspondence, maintaining department trust account, and performing routine data audits using online and firm electronic resources.
- Fax and scan documents as requested.
- May perform other duties as requested.

**What we're looking for:**

- High School diploma or G.E.D. equivalent.
- Accurate typing skills of 40 wpm.
- Good communication skills, both verbal and written.
- Ability to communicate effectively with all levels of personnel.
- Strong customer service focus and skills.
- Ability to handle multiple tasks at one time and perform well in stressful situations.
- Ability to use good judgment in solving problems and resolving conflict.
- Flexibility with schedule (overtime may be required).
- Excellent attendance.
- Previous office experience (preferred).

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**Legal Assistant – Public Finance - Job #3330 – Des Moines**

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range of industries, including banking & financial institutions; development & infrastructure; energy & natural resources; food, beverage & agribusiness; healthcare; and technology.

We are seeking a **Legal Assistant** in our Public Finance department for our Des Moines office. As a valued team member, you are a critical part of Dorsey's client service team, working collaboratively with lawyers and clients on an array of substantive client matters. Are you a strong communicator and love to work independently and with a team? If you would like to play a meaningful role in our ability to deliver exceptional client service, then we would appreciate hearing from you.

**In this role, you will:**

- Create and revise electronic documents; type neatly and accurately; proofread material to ensure high quality product while practicing effective verbal and written communication.
- Compose letters as directed.
- Complete electronic filing with the Secretary of State.
- File information promptly and accurately; retrieve promptly.
- Anticipate potential problems in meeting deadlines and take appropriate action.
- Location information for assignments as directed.
- Assume responsibility for billing process as directed.
- Open new matters as directed.
- Prepare transcripts form closing of projects.
- Enter attorney time daily as directed.
- Process receipts for reimbursement as directed.
- Provide coverage for additional assignments when necessary.
- Assist with special projects and cooperate with other support staff in performing any duty essential to the achievement of efficient operations.
- May be requested to perform other duties not mentioned above.

**What we're looking for:**

- High School diploma or G.E.D. equivalent.
- At least 2 years of legal assistant experience or vocational education.
- Accurate typing skills of 50 wpm.
- Excellent communication skills, both verbal and written.
- Ability to communicate effectively with all levels of personnel.
- Strong customer services focus and skills.
- Ability to manage multiple tasks at one time and perform well in stressful situations.
- Ability to use good judgment in solving problems and resolving conflict.
- Flexibility with schedule (overtime may be required).
- Excellent attendance.
- Experience with Microsoft Word.

**Preferred:**

- Experience with timekeeping and document management software.

Dorsey values the strength that comes from a diverse and inclusive workplace. It contributes to the success of our people and our clients and enriches our experience. We encourage individuals with diverse backgrounds and experiences to apply.

Dorsey & Whitney LLP is an EEO/AAP/Disabled Vets Employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin,



sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

### **How to Apply:**

Dorsey & Whitney LLP accepts online applications. Please go to the “Careers” section of the Dorsey website at [www.dorsey.com/careers/staff](http://www.dorsey.com/careers/staff) and complete Dorsey’s online application form. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5178.

Dorsey offers a competitive pay and benefits package including comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners; a generous paid time off policy; retirement savings plan; profit sharing contribution; paid holidays; paid parental leave, paid volunteer day; adoption assistance; back-up child care program; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more! (Some benefits are subject to eligibility criteria).

### **Financial Analyst - Job #3332 – Minneapolis**

Dorsey & Whitney is a trusted legal advisor and valued business partner with locations across the United States, Canada, Europe and Asia. We are a premier legal counselor to companies worldwide in a wide range of industries, including banking & financial institutions; development & infrastructure; energy & natural resources; food, beverage & agribusiness; healthcare; and technology.

Are you an individual with analytical predilections? Do you love artfully solving complex problems? Are you a self-starter and strong communicator? If so, we invite you to apply to be a **Financial Analyst** in our Minneapolis office and provide strategic insight to Firm management and other operational functions. You will join an innovative, collaborative team and help drive profitable growth for the Firm. If you share our conviction that data analysis is the foundation of sound decision-making, we would love to hear from you.

### **Additional Responsibilities Include:**

- Update, produce, and distribute monthly and other periodic financial reports on multiple reporting systems to firm management, partners, attorneys, and support staff.
- Analyze financial performance of the firm, practice groups, offices, attorneys, clients and matters in order to generate recommendations for improvement.
- Support specific business units in financial reporting, analysis, pricing, and ad hoc client projects.
- Liaise with other administrative departments, interpret and respond to their requests for financial information.
- Participate in practice and industry group management activities and other strategic initiatives under the supervision of the Senior Analysts and Managers.
- Support all functions of the annual billing rate increase process including analysis, material distribution, and oversight of changes to client rate agreements.
- Provide billing rate explanations and answer rate related questions from attorneys and staff as they arise.
- Assist with the preparation of the Firm’s fiscal year revenue budget.
- Contribute to the development of alternative fee arrangements for key clients, matters and practice areas.
- Support the Senior Analysts, Managers, Director, and CFO on projects as requested.
- Perform other duties and complete ad hoc analysis as assigned or requested.

### **What we’re looking for:**



- Bachelor's Degree in Finance, Accounting, Economics or other applicable area.
- 0-3 years of experience as a financial analyst or related function.
- Understanding of accounting and business principles.
- Excellent organizational, analytical, reasoning and problem solving skills. Creative and innovative thinker.
- Strong oral and written communication skills to effectively communicate with all levels of personnel.
- Self-starter with the ability to organize and prioritize numerous financial tasks and procedures and complete them within time constraints with minimal supervision.
- Previous use of Microsoft Excel and other Microsoft office suite products.
- Ability to work well under pressure both individually and in a team environment.

**Preferred:**

- Exposure to SQL, advanced Microsoft Excel functions, and/or previous use of accounting information systems.

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*Please note that Dorsey is not currently accepting search firm submissions in connection with this opening.*