

## **Financial / Data Analyst**

At Ben Kinney Companies, we do real estate: Sales, brokerage, technology, training, coaching, mortgage and investing. We're searching for the right person to support our finance department and CFO. The successful candidate will have a track record of success in school and at work. They will have a good understanding of business and financial accounting, strong communication skills, a strong work ethic, and superior quantitative skills to solve business problems. This is an entry level, full-time position located in Bellingham, WA. For more information see [benkinneycompanies.com](http://benkinneycompanies.com)

### **Duties / Responsibilities:**

- Ad-hoc research and financial analysis projects
- Preparation of annual budgets
- Development of database applications to assist with financial reporting, production tracking, and business dashboards
- Administration of software tools
- Preparation for monthly P&L review calls
- Financial statement preparation
- Preparation of materials to support team meetings
- Management of CRM software

### **Required Skills / Abilities:**

Excellent interpersonal and communication skills  
Highly proficient in Microsoft Office Suite, including Excel. Experience with Power Pivot or PowerBI is highly valued  
Experience designing and using SQL databases  
Excellent organization skills and attention to detail  
Customer service orientation  
Ability to work independently and efficiently

### **Education and Experience:**

Bachelor's degree in business administration. Emphasis in data analytics or management information systems preferred.  
1-3 years of related work experience preferred.