



## CAREER OPPORTUNITY

**Job Title:** Associate Financial Analyst – Entry Level  
**Reports To:** Senior Financial Analyst  
**Department:** Finance & Accounting

## ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at [www.wellsllp.com](http://www.wellsllp.com).

## Position Overview

We are seeking two full-time, entry-level associate financial analysts with bachelor's degrees and, ideally, some internship experience in the field.

### General Responsibilities

- Performs financial analysis and reporting in order to monitor finances associated with business operations.
- Performs routine analysis in support of various financial functions such as budgeting, auditing, and forecasting.
- Collects and reviews financial data from various sources.
- Creates, maintains, and updates financial databases and spreadsheets; generates various financial reports as required.
- Performs basic analysis of assigned contracts projected staff hours, contract totals, revenues, and profit totals.
- Maintains appropriate records and documentation.
- Supports assigned managers in managing, tracking, monitoring, and reporting financial data as requested.
- Participates in audits and analysis of contracts for cash reconciliation of customer contracted accounts.
- May have risk identification and recovery responsibilities.
- Assists with the preparation of monthly status reports.
- Ensures compliance with internal policies and procedures as well as DAR, FAR, SOX, and other government regulations.
- Maintains current knowledge of relevant laws, regulations, policies, and procedures.
- Participates in special projects as required.

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### Qualifications

- Education: Bachelor's Degree in Finance or a related discipline, or an equivalent combination of education, professional training, and/or work experience.
- Technological Skills: Microsoft Office applications; ability to learn new applications quickly.
- Industry or Related Experience: 0–2 years of related finance or business analysis experience.
- Certifications: n/a
- Additional Requirements and Qualifications: Excellent communication and problem-solving skills.

### Salary and Benefits

- \$45,000/year + competitive benefits package

### How to Apply

Please address cover letter to the following:  
Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

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