



JR FINANCIAL ANALYST

JOB DESCRIPTION

A dynamic and growing lending financial firm dedicated to providing innovative funding solutions. Our team is committed to excellence, and we are looking for a motivated Entry-Level Admin/Data Financial Analyst to support our operations. This is a great opportunity for a detail-oriented individual with strong analytical skills and a passion for finance.

Job Responsibilities:

- Create, generate, and maintain financial reports
- Review, edit, and organize financial documents, contracts, and reports to ensure accuracy and compliance.
- Perform data entry and validation to maintain integrity across financial systems and databases.
- Assist in analyzing financial data, trends, and metrics to provide actionable insights.
- Support administrative functions, including document management, scheduling, and correspondence.
- Collaborate with internal teams to streamline reporting and workflow processes.
- Maintain confidentiality and accuracy in handling sensitive financial information.

Qualifications & Skills:

- Bachelor's degree in Finance, Business Administration, Accounting, or a related field preferred.
- Excellent communication skills, both written and verbal.
- Strong attention to detail with the ability to identify and correct errors.
- Quick learner with the ability to adapt to new systems and processes.
- Proficiency in Microsoft Excel, Word, and financial software (experience with CRM or financial reporting tools is a plus).
- Ability to work independently while managing multiple tasks effectively.
- Analytical mindset with problem-solving skills.

Why Join?

- Competitive salary and benefits package.
- Opportunity for career growth and professional development.
- Collaborative and supportive work environment.
- Hands-on experience in the financial lending industry.
- Salary 45-55K
- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance



READY TO APPLY:

Get in touch with us at
info@ready2hirenow.com

