



JOB DESCRIPTION

POSITION TITLE:	Valuations Analyst
REPORTS TO:	
ORIGINATION DATE:	September 1, 2023
REVISION DATE:	NA
DOCUMENT CONTROL #:	JD 23-003
CLASSIFICATION:	Full-Time, Exempt

SCOPE OF WORK: The primary purpose of the Valuations Analyst position is to support Sofer Advisors, LLC in conducting thorough and accurate business valuations for clients. Responsibilities include providing expertise in financial analysis, modeling, and research to determine the value of businesses or assets. The Valuations Analyst plays a crucial role in helping clients make informed decisions regarding acquisitions, mergers, divestitures, financial reporting, tax planning and other strategic initiatives.

ESSENTIAL DUTIES:

- Performs financial analysis by reviewing financial statements, assessing cash flows, analyzing profitability, and identifying key financial indicators.
- Gathers relevant data from various sources, such as company reports, industry publications, market research, and comparable transactions, to support valuation analyses.
- Prepares valuation models by developing and maintaining financial models, including discounted cash flow (DCF), market multiples, and other valuation methodologies.
- Conducts market research to stay up-to-date with industry trends, market conditions, and regulatory changes that may impact valuations. Analyzes data on comparable companies and transactions for benchmarking analysis.
- Assists in conducting due diligence procedures by reviewing legal documents, contracts, and other pertinent information to assess their impact on valuations.
- Analyzes the industry and competitive landscape to evaluate dynamics, competitive positioning, and market trends that affect business valuations.
- Writes valuation reports by preparing comprehensive reports that summarize analysis, methodologies, assumptions, and conclusions in a clear and concise manner, ensuring compliance with professional standards and regulations.
- Presents findings by communicating valuation results and recommendations to clients, internal stakeholders, or external parties in a professional and articulate manner, both orally and in written form.

- Collaborates with team members, including senior analysts, managers, and partners, to gather insights, share knowledge, and ensure consistent approaches to valuation engagements.
- Manages client relationships by building and maintaining strong connections through exceptional service, addressing client inquiries, and managing client expectations throughout the valuation process.

NON-ESSENTIAL DUTIES:

- Assists in the development of customized valuation methodologies for unique or complex engagements, tailoring approaches to specific client needs.
- Conducts sensitivity analysis and scenario modeling to assess the impact of different variables and assumptions on valuation outcomes.
- Participates in client meetings, industry conferences, or seminars to stay updated on industry trends and expand professional networks.
- Collaborates with the legal team to review and analyze legal documents, contracts, or agreements for their impact on valuations.
- Supports the preparation of expert witness reports or provides assistance in litigation-related valuations, when required.
- Assists in training and mentoring junior analysts, providing guidance and knowledge-sharing to facilitate their professional development.

PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:

- Strong financial analysis skills: A solid foundation in financial analysis is essential, including the ability to review and interpret financial statements, assess cash flows, analyze profitability, and understand key financial indicators.
- Proficiency in valuation techniques and methodologies: A comprehensive understanding of valuation techniques and methodologies, such as discounted cash flow (DCF), market multiples, and comparable transactions analysis, is crucial for accurate and reliable valuations.
- Expertise in financial modeling: Advanced skills in financial modeling, particularly using tools like Microsoft Excel, are necessary for developing and maintaining complex valuation models that incorporate various inputs, assumptions, and scenarios.
- Knowledge of Accounting Principles and Practices: A strong grasp of accounting principles and practices is important to ensure accurate financial analysis and understanding of financial statements, including the impact of accounting treatments on valuations.
- Research and analytical abilities: The ability to gather relevant data from multiple sources, conduct thorough research, and apply analytical techniques to interpret and draw meaningful insights from the data is vital for informed decision-making in valuations.
- Industry knowledge and market awareness: A solid understanding of industry dynamics, market trends, and competitive landscapes is essential to assess the impact of these factors on business valuations accurately.
- Excellent written and oral communication skills.
- Attention to detail and accuracy.

- Time management and organization.
- Professionalism and client-focused approach.
- Bachelor’s degree in finance, business administration, or a related field preferred.
- Requires 1-3 years of experience working in a financial analysis or business valuation type role.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to sit for extended periods of time.
- Ability to work and communicate well with other employees and management.
- Ability to perform work utilizing manual dexterity of the hands.
- Ability to read, write, and understand English.
- Ability to work in a fast-paced environment.
- Correctable vision and hearing.
- Ability to work remotely in a home office environment.

This job description is not intended to be all-inclusive, and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed.

I have read and understand the expectations outlined in this job description in its entirety. I will abide by the job description and its expectations. I understand the physical demands of my job and I understand the work environment of my job.

Employee:	Date:
Supervisor:	Date:
Human Resources:	Date: