Downloaded from <https://www.velvetjobs.com/job-descriptions/accountant-associate>

# Example of Accountant, Associate Job Description

Our company is searching for experienced candidates for the position of accountant, associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant, associate

* Develops and maintains accounting databases
* Interface with management and company personnel, as required, regarding the status of accounting transactions and corrective actions required
* Maintain accounting records for Trusts
* Provide any ad-hoc analysis as requested by manager
* Perform other tasks required by the refined products accounting group
* Grasp the acquired company chart of accounts and trial balance
* Prepare acquired company deferred revenue and fixed asset schedules
* Organize other financial data schedules to transition to financial systems
* Produce journal entries needed to close books
* Ensure monthly close and integration deadlines are met

## Qualifications for accountant, associate

* Must be proficient with Excel and comfortable learning different financial systems and reporting tools
* Must have good organizational skills with a keen attention to detail
* Bachelor of Business Administration degree and 2 years of relevant experience
* Multi-task oriented and a team player
* Proficient with spreadsheet software and accounting mainframe systems
* Excellent communication, analytical and report writing skills required