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# Example of Accounting Associate Job Description

Our company is looking to fill the role of accounting associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting associate

* You will assist with documentation of discrepancies
* Work within 10 day billing cycle to create and manage 140+ client invoices
* Place software orders and manage existing orders
* Create new projects/ rates, and manage new client set-up
* Maintain contract renewals for clients
* Work closely with internal payroll and accounting departments to process daily deposits and manage invoices within department time frames
* Manage subcontractor agreements and invoicing
* Exceptional attention to detail and ability to juggle multiple tasks
* Experience with rate tables, product ordering, and contract management a plus
* Experience using Microsoft or other CRM program

## Qualifications for accounting associate

* Minimal local travel to client offices as required
* Years of experience with account reconciliations and research
* Demonstrated exposure of core accounting concepts and practices
* Minimum of Associates degree in Accounting or related field is ideal
* Typing 30 wpm and use of 10-key calculator
* Some Accounting courses, 0-1 year accounting clerical experience or equivalent