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# Example of Analyst, Corporate Finance Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of analyst, corporate finance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for analyst, corporate finance

* Ensuring that accurate profits are recorded by accruing / providing for unprocessed invoices / expenses at the end of each month and liabilities are recorded in the correct accounting period
* Establish and enforce policies and procedures
* Maintain financial industry knowledge by attending educational workshops
* Independently handle the client billing for US business and ensure accuracy and timeliness
* Liaison with Relationship Managers, Business Operations to ensure the accuracy of billing data and proactively address client/ business queries
* Involve in client contracting from a billing standpoint
* Prepare and record monthly revenue accruals and invoices, balance sheet reconciliations
* Would be responsible for preparing and monitoring budgets for BUs
* Prepare Management reports with variance analysis and value added matrix
* Discuss with the business heads on short term and long term plans and also provide them with reports as necessary

## Qualifications for analyst, corporate finance

* Proven ability to work independently with a team, under pressure and with time sensitive deadlines
* Sound professional judgment, professionalism and integrity
* Able to work in a high performance culture
* Minor in Computer Science or Information Systems preferred but not required
* CPA is a plus MBA or desire to obtain either
* A bachelor's degree in business, finance, economics or engineering