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# Example of Associate Accountant Job Description

Our company is growing rapidly and is looking to fill the role of associate accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate accountant

* Examines general ledger accounts for accuracy and compliance
* Reconciles reports and general ledger accounts on file and reports inconsistencies
* Cost Reports
* Intercompany AR
* Research or analyze variances as compared to budget and last year
* Balancing and verifying the accuracy of monthly allocations for assigned areas
* Analyze financial statement items
* Serve as first point of contact for business partners
* Prepare working papers for audit support
* Attend to ad-hoc requests

## Qualifications for associate accountant

* Basic knowledge of accounting functions and related concepts
* Minimum two (2) years of directly related accounting experience
* Ability to work limited overtime and some weekends as needed
* Familiarity with understanding of Government contracting requirements such as Forward Pricing Proposal, Disclosure Statement, FAR, CAS
* Intermediate knowledge of computer software and hardware
* Or Bachelor's in Accounting and 2 years’ experience in tax and/or accounting