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# Example of Associate Accountant Job Description

Our company is growing rapidly and is hiring for an associate accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate accountant

* Utilizes Excel and other MS Office applications daily
* Review reports, fund or account statements and bank statements
* Record revenues, disbursements, expenses or other transactions by posting to records or ledgers
* Issue approved credit and debit memos to customers
* Prepare general ledger account reconciliations for customer and intercompany AR accounts
* Review billing exception reports and make corrections as required
* Distributor commissions
* Sales tax credits
* Incorrect shipping credits
* Credit and re-bill for account managers

## Qualifications for associate accountant

* Or Bachelor’s degree with 15 hours college level tax and 2 years’ experience in tax / accounting
* Must have strong accounting fundamentals
* Requires an undergraduate degree from an accredited university in Accounting, Finance, Business or related
* 18 course hours in Accounting OR Graduate degree in Accounting are strongly preferred
* Ability to communicate well in writing verbally
* Associate’s degree in Accounting or Finance required – Bachelor’s degree in Accounting a plus