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# Example of Associate, Accounting Job Description

Our company is looking to fill the role of associate, accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate, accounting

* Assist in periodic financial reporting
* Act as a liaison with internal tax team
* Day to Day Operational Duties
* Code, review, and electronically route invoices
* Prepare cash disbursements and adjust journal entries
* Review business transactions for proper supporting documentation
* Process and match invoices to corresponding purchase orders
* Contribute to the month-end close and account reconciliations
* Assist with audit schedules and vendor inquiries
* Maintains detailed record of all transactions, including debt, equity, LP and other investments, capital structure changes resulting from issuance of debt and other classes of economic interests

## Qualifications for associate, accounting

* Reconciles all assigned bank accounts to the corresponding general ledger cash accounts on a monthly basis
* Assisting in preparation of the firm’s 10-Q, 10-K and Proxy SEC filings
* Preparation of month-end and year-end closings
* Ownership of certain subsidiary books and record keeping
* Preparation of monthly and quarterly variance analysis
* Implementation of new policies and procedures