Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-accounting>

# Example of Associate, Accounting Job Description

Our company is growing rapidly and is looking for an associate, accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, accounting

* Ensuring department activities are complete, timely, executed and properly documented
* These activities include, but are not limited to
* OVendor set-up and maintenance, procurement support, invoice validation, processing and payment, ACH batch creation, travel & expense audit and reimbursement, rush and same-day check requests, spend analysis, month end and other periodic reconciliation, analysis and reporting, and other activities in response to current and future business needs
* Ensure only approved payments to approved vendors, for valid expenditures are paid via the appropriate method after all internal controls have been completed
* Handle inquiries from vendors and other third parties in a timely matter and appropriately resolved
* Process various types of accounts payable transactions including data entry of vendor invoices, expense reports, manual and emergency check requests, wires
* Initiate financial transactions for several administrative programs
* Monitor and follow up on transactions with internal and external vendors, DAPER administrators and staff, University accounts payable, travel and reimbursement, procurement, to ensure all transactions are fully completed in a timely manner
* Resolve problems with vendors, staff and administrators, central University units
* Serve as the custodian and verifier of department Purchasing Cards (P-Card) and Travel Cards

## Qualifications for associate, accounting

* Strong attention to detail and the initiative to resolve problems
* Extensive data entry experience preferred
* Associates degree in Accounting/Finance or related field required ( BS/BA Accounting degrees preferred)
* 1-3+ years of experience providing accounting and financial or tax services
* Knowledge of accounting policies, practices and systems, , spreadsheet applications
* A bachelor’s or associate’s degree