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# Example of Associate, Accounting Job Description

Our company is searching for experienced candidates for the position of associate, accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, accounting

* Ability to work autonomously and under strict or tight deadlines
* Assist with internal departmental reporting requirements such as audit schedules, tax schedules
* Non-Op JIBs - coding, processing, and tracking monthly
* Revenue netted Non-Op expenses - processing associated entries
* Walk-in-Cash - record daily entries for LOE/Capital and prepare monthly claims report
* Debit pay - reconciliation and entries to clear balances related to Non-Op JIBs
* Preparing monthly account reconciliations and metrics
* Review, prepare, and handle responses for inquiries both internal (Accounting management, Treasury, Operations, JV Audit) and external (Operator)
* Take part and assume responsibility for the preparation/review of sections of the periodic SEC filings
* Produce financial statements and support for Management’s Discussion and Analysis of Financial Condition and Results of Operations (MD&A) in the 10-Q/K

## Qualifications for associate, accounting

* Must be self-motivated with the ability to accomplish goals with little to no supervision
* Possesses a positive work attitude and willingness to learn and grow in the position
* Must be dependable and able to act with discretion maintaining strict levels of confidentiality
* Ability to challenge status quo and enforce adherence to documented policies and procedures
* General knowledge of Internet navigation and research, email, fax transmissions, phone communication, and copy equipment
* Ability to data-input rapidly and with accuracy, and ability to self-review work