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# Example of Associate, Banking Job Description

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

## Responsibilities for associate, banking

* Works with vendors to recover aged debits deemed uncollectible by outsourced provider
* Audits outsourced provider work streams to ensure speed, accuracy, and a well-controlled process is in place
* Acts as an escalation contact for resolution of vendor aged checks
* Manages paper check & envelope stock inventory for AP
* Reviews & submits APEX recovery audit credits, processes vendor refund checks, researches & follows-up to problem-solve & identify potential improvement opportunity areas
* Completes annual 1099 and 1042 filing
* Supports continuous improvement initiatives of the GBS P2P team
* Acts as an escalation point for file transfer issues between SAP and banking partners
* Acts as a back-up to other P2P team members
* Working on lending, letter of credit, and other transactions for financial institutions

## Qualifications for associate, banking

* Minimum of 2 years experience in investment banking or corporate banking required
* Must have strong verbal and written English communication skills ability to communicate effectively required
* Relevant certifications (CPA, Series 7 or Series 79) preferred, but not required
* Strong analytical skills with the ability to assess and analyze levers of performance and financial impact of proposed initiatives to recommend appropriate action preferred
* Strong financial modeling skills highly preferred
* Must be highly motivated with a strong desire to be the “best of the best”