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# Example of Associate, Finance Job Description

Our growing company is searching for experienced candidates for the position of associate, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, finance

* Manage cash flow–daily/weekly bar sales, box office tickets sales
* Reconcile weekly box office sales settlements for each show/licensee and settle with each show in a timely manner
* Handle daily banking matters and bank reconciliations
* Provide support for profit and loss computation
* Assist with position reconciliation
* Support trade settlements and break investigations
* Analyze liquidity
* Oversee cash management
* Analyze and report new exotic and structured trades
* Validate, review, and analyze financial data for the Equity Derivatives trading desks

## Qualifications for associate, finance

* Maintain the in-house general ledger application
* Ensure that general ledger account and center maintenance completed in a timely and accurate manner
* Communicate and partner with cross functional teams to produce accurate information
* Adhere to strict monthly deadlines
* Process journal entries (e.g., salary accruals, overhead to production reclasses)
* Prepare overhead schedules in detail against budget and forecast for Animation and Executive team overseeing the Digital group