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# Example of Associate, Finance Job Description

Our innovative and growing company is hiring for an associate, finance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, finance

* Investigating and resolving customer queries
* Assisting with month-end closing
* Perform research, analytics, and financial modeling required to complete a transaction
* Produce extensive financial analyses to structure both straight forward and complex bond offerings
* Prepare proposal and presentation materials to solicit new business opportunities and market securities to a broad base of investors
* Take increasing role on client coverage teams and in formal and informal presentations
* Associates will work on a variety of projects including analysis related to operations for a particular area
* Provide decision support to the Facilities FP&A Manager on business initiatives, which includes analysis of options, budget effect, and business case
* Run spend approval machines in Facilities Department for all structural and capital spend
* Maintenance of master chart metadata and account ownership

## Qualifications for associate, finance

* Previous experience with Aged Accounts Payable Reporting / Receivable Reporting, Client Billing / Service, Reconciliations, and Month End Close
* Knowledge of MAS 90 Accounting system
* Associates are involved in every aspect of our business and play critical roles on banking teams serving a broad base of clients
* Bachelor degree with concentration in Finance, Business, Economics, or other
* Coordinating user changes with the IT department and managing user group updates
* Providing user help desk support and collaborating with publisher on issue resolution for US & UK