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# Example of Associate, Finance Job Description

Our growing company is looking for an associate, finance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, finance

* Distributes incoming mail and prepares outgoing mail
* Books travel for staff
* Meeting logistics, setup and preparations
* Conducts special projects as requested according to established deadlines
* Develops and analyzes data to support management reports, forecasts, and plans
* Coordinate files for write offs and work closely with our system partners by attending requirement meetings, reporting defects and following up on the resolution
* Support preparation and review of monthly, quarterly, and ad-hoc financial presentations and models for executive leadership team, board of directors, and other stakeholders
* Actively participate in all budget and forecast processes
* Develop modeling tools to support critical decision-making and guide strategic thinking around P&L and key financial and operating metrics
* Support development of annual strategic plan (P&L, FCF, steady state FCF, and balance sheet)

## Qualifications for associate, finance

* Experience providing business management with insightful, relevant and timely financial reporting
* Proven ability to work cross functionally to develop financial plans
* B.Com, M.Com, CA Inter
* Have a flare for numbers, works well with people, anticipates impact of workload / timelines
* Knowledge of Book-keeping and Accounting principles
* Meticulous and focused in your work