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# Example of Associate Level Job Description

Our company is looking to fill the role of associate level. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate level

* Work on a variety of client deliverables including preparation of tax returns using tax trial balance
* Identify potential tax issues and prepare tax adjusting entries and tax trial balances based on audited or client provided trial balances
* Research filing requirements and tax issues using internal revenue code, treasury regulations and other relevant authorities/guidance
* Draft tax technical memorandums
* A variety of tax projects, including preparation of business and individual tax returns, tax planning, and research
* A variety of financial reporting projects, including financial statement audits, internal controls system reviews, and accounting assistance
* Maintains flexibility to learn and assist within each case section as required by the workload and per the direction of the supervisor
* Maintains constant awareness of all aspects of internal security
* Database development, including but not limited to identification of target companies and influencers/decision makers
* Managing the renewal process with existing participants

## Qualifications for associate level

* Bachelor’s degree as of 9/2015
* Domestic and Cross boarder coverage for Japanese corporate
* Experience working with luxury brands is a must
* Bachelor’s degree or equivalent work experience in a related position
* 0 to 2 years of experience in public accounting
* Solid understanding of basic accounting and audit theory, tax and accounting practices