Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-senior-associate>

# Example of Associate / Senior Associate Job Description

Our innovative and growing company is looking to fill the role of associate / senior associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate / senior associate

* Work on a portfolio of client relationships of varying size and scope and act as the point of contact for internal and external clients
* Lead teams of tax professionals and assistants working on client projects
* Lead risk and financial performance of engagements including billings, collections and project budgets
* Supervise and aid in the development and training of employees
* Develop and mentor Associates and Interns
* Combine recommended services with a client’s financial system and business processes
* Prepare and book monthly closing entries in accounting sub-ledger for accruals, prepayments, intercompany, various reclass adjustments, , as necessary
* Perform month-end management reporting closing including updation of allocation keys for the assigned entities in the cost allocation tool after liaising with business line PM teams
* Perform reconciliation between Financial Accounting and Management Accounting to substantiate balances and breaks solving, if any
* Reconciliation of intercompany receivables / payables and their settlement by legal entity

## Qualifications for associate / senior associate

* 7+ years municipal analysis experience
* Computer proficiency in Microsoft Excel, Word and PowerPoint
* Ability to work effectively within a collegial, team environment Highly responsive and strong desire to work in the best interest of the internal partners and clients
* Enjoys finding solutions to problems
* Proficient with creating and editing presentations in PowerPoint, and working with Compliance for approval
* Minimum four years’ experience in a consulting firm or a healthcare research firm