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# Example of Corporate Assistant Job Description

Our growing company is hiring for a corporate assistant. 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 corporate assistant

* Prepares expense reports, such as credit card reconciliations
* Assists HR Manager with various research projects and/or special projects
* Conducts various HR audits of personnel files annually or as needed
* Posting certain entity monthly journal entries as necessary under the direction of the Corporate Controller
* Assisting the Corporate Controller with the management of debt, and other financing and capital transactions assisting the Corporate Controller with determining and documenting the appropriate accounting treatment for such transactions based on research performed (as requested by the Corporate Controller) for review and consultation with the Corporate Controller and in most cases, the VP of Accounting and Financial Reporting
* Assist the Corporate Controller with the successful completion of internal and external financial audits, including assistance under the direction of the Corporate Controller with the coordination of work with external CPA firms, preparing information related to ownership and consolidated financial statements with footnotes requested by auditors on a timely basis and submission of such information to the Corporate Controller for review
* Process expense reports and reconcile corporate card statements
* Anticipate future needs and deadlines
* Promptly, professionally, and courteously receive all calls and visitors
* You will be responsible for the accurate processing of all Corporate Actions, as allocated by the Team Leader / Assistant Manager

## Qualifications for corporate assistant

* Excellent skills for collecting/searching for corporate and industry information
* Skills to create graphs and charts on MS Power Point and Excel
* Strong interpersonal skills and an ability to explain complex accounting concepts to a non-technical audience
* Excellent and consistent communication skills, both oral and written
* 7-10+ years in Assistant and/or Executive Assistant role
* Excellent proficiency in Microsoft office suite, including Outlook, Excel, Word, PowerPoint and Visio