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# Example of Finance Associate Job Description

Our company is looking for a finance associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance associate

* Assists with answering, responding and/or forwarding inquires to the appropriate finance department staff to ensure timely customer service (telephone or email)
* Data entry in various software applications (E1 Financial System, Excel, Word, SharePoint, Powerpoint )
* Orders and distributes appropriate office supplies for finance department
* Supports the annual Employee Campaign and Heart Walk as representative for Office of Finance
* Provides telephone and calendar management support to Office of Finance
* Provides backup support to the Executive Assistant, Finance during holidays, peak periods and paid time off
* Assist with the month end close process with the year end audit
* Assist with account reconciliations and other analytics for monthly closings, audits and other ad hoc requests
* Maintain log for Trust provider payments and confirm deposit of funds in the company's Trust bank accounts
* Lead preparation of reporting (mostly automated) and provide insightful analysis of Advantage DRT and MOS field selling results vs

## Qualifications for finance associate

* Familiarity working within a sales driven environment
* Average skills in MS Word and Outlook
* Works independently collaboratively within a team environment
* 10 - 15 years of experience working in a leadership role for a Shared Service Center implementation of service centers of at least 300 people
* CFA/CPA qualification are considered a plus
* Review, analyze, and evaluate department budget system