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# Example of Finance Associate Job Description

Our innovative and growing company is looking to fill the role of finance associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance associate

* Provide support and assistance in the recording and retrieval of the financial details of the company including maintaining financial records, accurately processing payments & receipts and assisting colleagues with any other adhoc finance request
* Support the Financial Controller and other members of the Finance team within the group
* Confidence with your Excel skills
* Finance system used is Paprika and full training would be provided
* Monthly close of and preparation of monthly internal financial statements
* Preparation and review of journal entries for accruals / reserves, preparation and review of supporting documents, analysis of P&L and Balance Sheet accounts, review of GL account reconciliations for accuracy and reasonableness
* Work with representatives from assigned nuclear corporate department(s) to ensure proper charging to O&M vs
* Extensive telephone customer service for rapid problem resolution on expense statement issues related to policy or FAR guidelines
* Special transactional audits to support ad hoc requests from management
* Provides customer service to Affiliate and National Center staff

## Qualifications for finance associate

* Advanced computer skills (MS Office in particular)
* 3-4 years experience in investment banking, PE or in-house corporate finance functions
* Experience in the use of computers applications and software packages (MS Word, Excel, ) web based management systems
* 2+ years’ work experience in energy or finance
* Hands-on knowledge of valuation and financing modelling
* Direct work experience in the solar industry is desirable