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# Example of Financial Analyst Associate Job Description

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

## Responsibilities for financial analyst associate

* Manage the day-to-day plan administration in coordination with the plan’s third party administrator
* Lead the funding and reconciliation process for periodic and as needed retirement contributions
* Monitor the data exchange between payroll and retirement plan vendors to ensure transmission accuracy
* Handle inquiries from vendors and escalate employee inquiries to ensure timely resolution
* Reconcile and audit employee contribution elections, deferrals, loan transactions and company match to ensure full plan compliance
* Review monthly, quarterly, and annual reports and reconcile as necessary to maintain plan compliance
* Assist with preparation of government filings, reporting requirements and participate in plan audits, as necessary
* Review plan administration to ensure compliance with internal controls and governmental regulations
* Provide analytical data support as it pertains to Plan Design changes and ad hoc requests
* Work effectively with other internal teams Payroll, Legal, and Total Rewards Center of Expertise to resolve issues quickly and timely

## Qualifications for financial analyst associate

* Must be a team player, have strong interpersonal skills and the ability to collaborate with others
* Ability to shift priorities quickly and adjust work schedule based on workload is essential
* Flexibility and adaptability is essentia
* Must be able to work independently, multitask, and prioritize workload in order to meet demanding deadlines
* Ability to thrive in a challenging environment is necessary
* Requires the ability to develop and design complex spreadsheets, databases, or report formats (based on a business need) to be used by other people