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# Example of Financial Associate Job Description

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

## Responsibilities for financial associate

* Metrics and Evaluation
* Accesses computerized financial information to answer general questions those related to specific accounts
* Performs general office duties (e.g., files
* Balances petty cash (e.g., reconciles receipts & cash to authorized level
* Makes travel arrangements for staff
* Enters, reconciles & maintains asset records in asset management system (e.g., labels new asset
* Contacts prospective vendors to establish in OAKS & agency system or modifies vendor information
* Review investment funding and disposition activity recorded in the equity leverage file and the ledger
* Oversee the execution of all daily processing activity (credit facility, wires, investment allocations, leverage allocations, currency)
* Review daily reconciliations of cash, control accounts and investments amongst various BX systems

## Qualifications for financial associate

* Basic understanding of sales techniques and cross-referral concepts
* Minimum of 3 years' experience in the food industry strongly preferred
* A minimum of five years of combined advisory or relevant industry experience in financial management and an understanding of complete financial analysis process
* Bachelor’s degree in Accounting and/or Finance from an accredited college/university
* Must have basic computing skills
* Works using own initiative and without close supervision