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# Example of Intermediate Associate Job Description

Our company is searching for experienced candidates for the position of intermediate 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 intermediate associate

* Complete ad hoc financial reports, analyses, and projections
* Prepare budgets, forecasts, and reconciliation of expenditures and make recommendations on how to stay within budgetary constraints preventing overdrafts and ensuring that expenses are appropriate according to sponsor’s guidelines
* Monitor budget variances
* Prepare monthly reporting package
* Develop and run queries using Business Objects in the Financial Data Warehouse to accumulate revenue and expenditure data, compile reports and analyze financial situations
* Function independently within the context of a team environment, participate in regular meetings as a part of the MICHR finance team, cross-train team members and provide back-up support to team members as needed
* Individuals qualifying for the MARA role would function under limited supervisory mentorship in conducting IRB application reviews to ensure that application materials are clear, complete, and compliant with human subject regulations prior to assignment for review by IRBMED boards
* Complies with all Michigan Medicine and departmental standards and expectations
* Obtains appropriate demographic and insurance information (prescriptions, prior authorizations, ) from patients, caregivers, and all referral sources
* Determines the most appropriate plan, based on insurance coverage, for obtaining payment from patients (co-pays, deductibles, private pay)

## Qualifications for intermediate associate

* Holds, or is close to obtaining, a professional accounting designation – CPA
* Above average computer skills – Excel
* Team player with demonstrated ability to meet deadlines
* Demonstrated attention to detail to ensure accuracy / integrity of data / information
* Bachelor’s degree in Public Health, Psychology, or related social-science discipline
* 1-3 years experience implementing public health or behavioral/social science research protocols