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# Example of Junior Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of junior associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for junior associate

* Documentation of a wide-range of project information, which may include process documentation, systems requirements documentation, meeting minutes, project status reporting
* Establishment of accounting practices
* Creation of Employer Identification Numbers (EINs)
* Review of service provider contracts and formation documents
* Assistance with onboarding processes at brokers, administrators, and other service providers
* Monthly NAV package review and approval
* Bookkeeping and monthly/annual financial statement preparation
* Calculation and verification of management fees and incentive allocations
* Expense tracking and approvals to include invoice payment and record retention
* Drafting Letters of Authorization (LOAs)

## Qualifications for junior associate

* Diploma/ Bachelor Degree in Chemistry with a minimum 2 years of relevant experience in analytical laboratory
* Experience with conduct and presentation of research preferred, preferably in the healthcare field
* Knowledge of financial statements would be preferred
* 0-2 years of general accounting experience, preferably within the financial services industry
* Knowledge of corporate and partnership accounting
* Experience with Accounts Payable, Receivable and Bookkeeping