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# Example of Reporting Associate Job Description

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

* Managing the maintenance of our data collection systems, financial reporting software and PeopleSoft reports
* Assisting in the preparation of quarterly peer analysis
* Preparation of quarterly earnings release and related fund performance data
* Working on interesting and high-impact projects
* Recurring expense and profit and loss reporting
* Interacting with the firm's senior management on a variety of high-level analyses
* Manage the accurate and timely performance of the monthly financial close process, including review of required journal entries and reconciliations, disclosures for head office and legal entity financial reporting
* Ensure financial reporting and results are in compliance with International Financial Reporting Standards (IFRS), working with the accounting policy and head office financial reporting groups in the implementation of new accounting standards and policies
* Lead the preparation of the notes to the financial statements for the annual Form 1 prepared for IIROC (broker/dealer regulator)
* Review of reconciliations between the sub-ledger and the Bank’s general ledger for financial and regulatory reporting purposes

## Qualifications for reporting associate

* Self-starter with ability to take initiative and constantly challenge the status quo
* Strong organizational and multi-tasking skills while maintaining a high degree of accuracy and quality are critical
* Contribute to the preparation of the U.S. GAAP and SEC disclosure checklists, develop and update internal “Plain English” disclosure checklists
* Strong technical accounting, SEC and financial reporting background, with a minimum of 3-5 years of experience
* Be confident and able to interact at all levels at a local and global level
* Ability to follow directions and work with little supervision