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# Example of Reporting Associate Job Description

Our company is growing rapidly and is hiring for a reporting associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reporting associate

* Ad hoc duties where necessary
* Research, develop and define accounting policy for all investment funds, broker-dealer entities and corporate entities
* Implement new accounting policies or updating existing policies for changes in organization structures or changes to reporting requirements
* Assist other departments when accounting policy and reporting questions arise by performing the relevant accounting research and assisting in the discussion for the proper answer
* Assist in the preparation and completion of combined/consolidated financial statements for operating structure
* Assist in managing the relationship with the external auditors and coordinating the audit between the external auditors, the fund administrator and the financial control accounting group
* Prepare accounting transaction memos that help document any unusual or complicated transactions to assist the auditors in conducting their review
* Complete ad hoc reporting projects
* Daily tasks (reports)
* Collaborate with internal upstream and downstream business partners to identify process efficiencies

## Qualifications for reporting associate

* Possess strong organizational, verbal and analytic skills
* Web-savvy and proficient in all Microsoft Office applications (Especially Excel)
* Prepare and maintain specific team guidance (eg FAM Accounting / FAM Setup / Regulatory Reporting Team)
* Associate – 1 year’ experience or Fresher
* A degree in accounting or finance related discipline
* Mature, independent, self-motivated, conscientious, able to work under pressure and drive changes