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# Example of Senior Associate, Accounting Job Description

Our company is growing rapidly and is looking to fill the role of senior associate, accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior associate, accounting

* Serve as liaison between internal and external clients (i.e., accountants, consultants, auditors, custodian banks)
* Communicate with Spanish speaking internal customers using email, Instant Messaging, and telephone
* Assist with the preparation of ETR computations for the annual plan and strategic plans
* Prepare all provision to return templates and adjustments for non-US subsidiaries prior to filing returns
* Prepare documentation related to SOX 404 controls including updates to controls and monitoring compliance on a quarterly basis with controls
* Preparing schedules for the stress testing process and performing the associated analytical procedures
* Coordinating with lines of business submitting information to ensure accurate data and timely implementation of new requirements
* Supporting the automation work related to the stress testing process through detailed testing
* Establishing and maintaining reconciliation processes to ensure completeness of data submitted
* Working closely with business, accounting and information technology colleagues across lines of business as issues emerge and reporting timely status to management and other stakeholders

## Qualifications for senior associate, accounting

* Strong attention to detail and ability to accurately complete financial transactions meeting tight deadlines
* Strong systems skills including ERP systems and Excel
* Working knowledge of Accounting processes including recoding of Journal Entries and month-end close processes
* Demonstrated personal integrity and ability to handle highly sensitive data
* Highly motivated self starter with the ability to prioritize and multi-task, with frequent interruptions
* Ability to work well independently with minimal supervision and as part of a team