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# Example of Senior Associate, Accounting Job Description

Our growing company is hiring for a senior associate, accounting. 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 senior associate, accounting

* Provide accounting and reporting of NY Life’s Investment portfolio (fixed income and equities) for the general and separate account
* Reviews financial reporting for internal (Controller, CFO, Businesses and Board of Directors) and external (Regulatory) clients
* Manages and reviews valuation materials and assists in the monitoring and control of valuation procedures
* Implement and maintain Investment Accounting Policy in accordance with Statutory standards/regulations
* Provide Statutory and GAAP accounting and reporting of the Limited Partnership and Other Invested Asset portfolio for the general and separate accounts of NYL and NYLIAC
* Reviews monthly, quarterly, and annual Balance Sheet and Income Statement reconciliations between the general ledger and the investment system for all Limited Partnerships and Other Invested Assets
* Ensuring the Bank's compliance with standards established by authoritative accounting standards setters in the US and will stay abreast of the standard setting developments in the international arena
* Monitoring the standards setting processes of the Financial Accounting Standards Board (FASB), the Securities and Exchange Commission (SEC), the American Institute of Certified Public Accountants (AICPA) and the International Accounting Standards Board (IASB) to evaluate the Bank's level of compliance with these standards
* Interpreting new or existing accounting rules, standards and policies
* Contributing to the coordination and development/enhancement of the Bank's accounting policies and procedures resulting from new pronouncements issued by authoritative accounting standards setters new products and initiatives of the Bank

## Qualifications for senior associate, accounting

* An advanced knowledge of Excel formulas and functions
* 2+ years of external reporting experience
* Self-driven and able to work with minimal supervision
* Communicates effectively with users/customers & colleagues 2-3 levels up/down and across a range of disciplines, and all levels of management
* Ability to use data analysis to develop insights and hypothesis vs
* Capable of multi-tasking across projects of varying scope and complexity