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# Example of Senior Associate Manager Job Description

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

## Responsibilities for senior associate manager

* Perform Balance sheet account reconciliations for accounts on a month to month basis to ensure all old balances are settled within defined time
* Responsible for ensuring all packs for legal entity are turned out on time, to a consistently high quality ensuring ad hoc deliverables are turned out to expectation or higher in a timely fashion
* Preparing year-end financial statement with compliance with local GAAP and company law
* Providing support for year end Statutory and Internal Audit
* Drive an environment of continuous improvement
* Reviewing tax estimates for partners of funds
* Reviewing State and Foreign tax withholding payments
* Reviewing and reconciling cumulative book to tax income and expense adjustments
* Maintaining Federal, State, and Local tax calendar
* Reviewing documentation to support tax return filings

## Qualifications for senior associate manager

* Minimum 5 years of job related experience in a project team environment and at least 1 year of supervisory experience
* University graduate in Business Administration, Accounting, Finance, Project Management or other equivalent discipline with CPA, CIMA or CFA or related designation
* PMP or similar project management qualifications and certifications is advantageous
* Demonstrated strong analytical, planning, execution and problem solving skills
* Challenging the status quo and acts a change agent
* Be able to communicate and summarize complex issues to the audience