



Example of Accountant, Associate Job Description

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Our company is looking to fill the role of accountant, associate. 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 accountant, associate

- Reviews, approves, reconciles and processes a range of accounting transactions related to DESA's capacity development projects/programmes on a regular and recurring basis
- Supports budgetary and accounting processes for the United Nations Assistance to the Khmer Rouge Trials (UNAKRT), including monitoring of donors' pledges and contribution and preparation of cash-flow statements, issuance of allotment advices and related suballotments, review of consolidated Headquarters and UNAKRT accounts
- Assists in providing financial management for the Associate Experts and Junior Professional Officers Programme including analysis of agency financial statements, coordination with donors on fund balance and maintenance of appropriate cash levels, fill and preparation of financial statements to the donors
- Examines and analyzes monthly Accounts Payable and Expense Report data, records, statements, documents, journals, and demonstrates subject matter expertise for arriving at reasonableness, inconsistencies, and conformance with accounting/finance policy and management control requirements
- Assists with analysis and schedules in support of financial statements
- Documents all processes and procedures for the responsibilities of the position with an attention towards streamlining processes
- Assist with external local compliance – accounting, invoicing, corporate taxes, indirect tax, equity awards, return, vat etc

procedural standards

- Engages in general accounting activities including the accurate and complete preparation, maintenance and reconciliation of general ledger accounts and financial reports, such as balance sheets, profit-loss statements, and capital expenditure reports
- Conducts financial statement analysis to identify trends and explanations for material variances and complete forecasting and budgeting tasks as assigned

Qualifications for accountant, associate

- Must be willing and capable of working extra hours as needed, such as during the month end close
- Keeps informed of appropriate travel-related policies
- Processes travel-related invoices
- Oversee and process travel and other cash advances
- Possessing or pursuing a CPA a plus
- Analyzing and resolving balance discrepancies