



Example of Accountant, Associate Job Description

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Our company is growing rapidly and is looking for an accountant, associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for accountant, associate

- Researches and resolves basic accounting issues and transactions
- Monthly analysis of goods received but not invoiced (GRNI)
- Prepare account analysis and reconciliations in accordance with company guidelines
- Prepare straightforward or recurring accounting schedules, statements or reports for management or outside agencies to reflect financial situation
- Reviews the output from the Accounts Divisions related to rejects from the UNDP service clearing accounts and analyses expense accounts during the year and prepares adjusting entries as required before preparation of financial statements
- Initiate the monthly and annual closing process of DESA's Capacity Development Trust Fund accounts, submits Project Delivery Reports to UNDP and liaise with the Accounts Division in the preparation of United Nations semi-annual and year-end financial statements for DESA's Trust Funds
- Plans and coordinates with the Office of Programme Planning, Budget and Accounts (OPPBA) in responding to IPSAS requirements, particularly opening and closing balances
- Researches and analyses information needed to respond to audit findings
- Accounts Payable experience in a high volume invoice processing (i.e., coding, vouchering, posting invoices, issue resolution,) environment
- Perform customer service activities, including phone calls, supporting audit requests, supporting special projects

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- Ability to prioritize work flow and coordinate activities as needed, communicate effectively with others and work in a team environment
 - Strong spreadsheet (Excel) and word processing (Word) skills required, database (Access skills a plus
 - Knowledge of PC's, 10-key, Excel, Word, typing skills required
 - Must possess and demonstrate an understanding of Sarbanes Oxley rules
 - Must possess and demonstrate strong verbal and written communications skills, with the ability to communicate with a variety of individuals and personalities at all levels, internally and externally
 - Must be able to successfully move from task to task readily due to multiple demands, while maintaining a high quality of work product