



Example of Associate Financial Analyst Job Description

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Our growing company is searching for experienced candidates for the position of associate financial analyst. 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 associate financial analyst

- Under guidance prepares standardized and ad hoc reports and/or journal entries in a timely, accurate and efficient manner
- Responsible for executing financial controls
- Under guidance supports financial and operational processing, including data management
- Contributes to a culture of innovation actively seeking ways to enhance the capability and performance efficiency, efficacy and success of Treasury
- Research and communicate with upstream data providers to resolve issues that are affecting data and reporting capabilities
- Match deposits to bank statements daily and apply cash application to ERP systems
- Maintain responsibility for month end closing journal entries and reconciliations as required, lease receivable billings and cash application
- Prepare personal expense accruals for payroll, vacation, and bonuses with review of overall personnel expense during month end closing
- Monitor and reconcile pension accounts and upload contributions to benefits provider
- Monitor and update headcount listing, working with Human Resource department to ensure accuracy

Qualifications for associate financial analyst

- Possess a competency in basic mathematics and a proficiency in working with numbers Demonstrates attention to detail and can perform basic error free analyses efficiently
- A working knowledge of ARGUS, ProCalc, and other financial / analytical software is an added benefit
- During critical reporting periods overtime is expected (including weekends, evenings and holidays)
- This is the perfect opportunity for someone who wants to start their career within Financial Services
- The organization has recently implemented strict controls on overtime to address the industry-wide issue with work/life balance