



# Example of Associate Financial Analyst Job Description

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Our innovative and growing company is hiring for an associate financial analyst. 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 associate financial analyst

- Corporate card relationship management
- Reviews and analyzes bank fees
- Other ad-hoc items as needed
- Please note this job description is not designed to cover nor contain a static listing of activities, duties or responsibilities
- Support annual PMO financial planning
- Support SOX compliance activity
- Provide ad-hoc reports and analysis as requested by the PMO
- Responsible for payroll review and reports
- Provides support to the Physician and Midlevel Providers regarding payroll concerns
- Prepares and produces month-end and ad-hoc reports for internal and external use

## Qualifications for associate financial analyst

- Minimum of 1 year experience with SAP or other ERP system is required
- Proven, accountable owner of process and tools is preferred
- Ability to problem solve and troubleshoot issues is necessary
- Ability to communicate effectively with technical and non-technical team members is necessary

