



Example of Associate Financial Analyst Job Description

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Our growing company is looking for an associate financial analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for associate financial analyst

- Incorporate basic understanding of accounting concepts into analysis
- Respond quickly and accurately to customer requests, including special projects and other duties or analysis as requested by plant or divisional leadership
- Will be responsible for overall management of short-term forecast/budget process and may also provide long term strategic planning - budgets, forecasts
- Report to high level executive team with managers, presenting reports and relaying data updates
- Working with with Finance Managers to build their book of business and provide support functions such as portfolio analysis, account maintenance, and client coordination
- Recording of journal entries in Oracle and reconciling account balances
- Interfacing with other groups throughout the firm
- Extensive interaction with auditors during quarterly reviews and year-end audit
- Assisting in the monthly, quarterly and annual close of the public company
- Assisting in the completion of all consolidated financial statements (Balance Sheet, Income Statement, Partners' Capital, Cash Flows)

Qualifications for associate financial analyst

- Background in automated financial systems and modeling tools including Excel, Access, SAP
- Limited use and/or application of basic financial analysis principles, theories, and concepts
- Proficient in PC based word processing and spreadsheet applications required
- Knowledge of statistical and research methodology helpful
- PC proficiency required in Microsoft Office with a strong emphasis on Excel