



Example of Associate, Reporting Job Description

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Our company is hiring for an associate, reporting. 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, reporting

- Provide support for financial reporting preparation and filings for the company's financial statements, including statutory financial statements for subsidiaries of the parent
- Work closely with Performance, Writers and Creative Services teams in the preparation and distribution of the firm's global institutional client reporting packages and fund factsheets
- Work closely with Client Service and Marketing Teams to ensure data integrity for all scheduled reporting requirements
- Support reporting vendor solution to ensure data quality
- FOCUS reports
- 15c3-1 Net Capital
- 15c3-3 Customer and PAB protection formulas
- CFTC Segregated, Secured, Swaps protection formulas and SIDR
- NYFRB TIC, FR2004 and Foreign Currency (FC) reports
- SEC 17H filings

Qualifications for associate, reporting

- Ability to work independently and in a lead capacity
- Ability to work as per required timelines
- Requires a minimum of 5 years work experience
- Requires 1-3 years in a leadership role, managing, mentoring and coaching team resources in a testing, technology, operations, or reporting organization

- CCB Line of Business and/or US retail financial services business process and procedure knowledge required