



Example of Associate, Reporting Job Description

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

- Publishing daily cash and analytical control reports to the Front Office and responding to any requests or queries
- Completing ad hoc projects to further enhance and developing reporting capabilities
- Serve as a key member of the portfolio operations management team
- Manage and mentor three direct reports responsible for CLO / hedge fund / SMA reporting
- Lead mid- to large-size operational and cross-functional projects
- Manage operational aspects of CLO warehouses from inception through closing
- Work with section head to manage workload distribution
- Plan and coordinate the data collection, actual preparation and initial review
- Provide support to auditors and interact with them
- Interfacing with product control, tax, regulatory reporting, expense management, IPV and treasury

Qualifications for associate, reporting

- Minimum of 3 to 5 years of financial reporting, audit or control experience
- Requires a minimum of 3 years user acceptance or quality assurance testing experience or equivalent project experience
- Experience creating test cases/scripts for business clients

- Knowledge of testing methodology and use of test tracking tools
- Ability to think creatively, solve problems, promote solutions and identify opportunities to improve