



Example of Associate, Reporting Job Description

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Our growing company is looking to fill the role of 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

- Review and maintenance of standardized documentation and reconciliations for general ledger and internal controls attestations
- Researching data reconciliation discrepancies
- Calculating compliance tests
- Calculating quarterly waterfall payments/reconciling to Trustees
- Processing trade hypos to ensure CLO compliance
- Reporting Daily Cash to Portfolio Managers and Analysts
- Supporting back/middle office
- Review annual and interim financial statements as appropriate
- Train, coach and instruct other staff in the department as required
- Maintain and develop relationships with your clients, external auditors, outsourced providers and other in-house departments

Qualifications for associate, reporting

- Familiarity with digital marketing & online media a plus
- Basic Understanding of HTML, SQL coding and logic
- Graduate with 1+ years of experience (Preferably online domain)
- Basic understanding of Internet
- Developing specific Regulatory Reporting Team Procedures (eg monitoring of data / ensuring FR/relevant teams deal with exceptions)
- Prepare PCFS GTOM procedures and Guidance