



Example of Associate, Reporting Job Description

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Our innovative and growing company is looking to fill the role of associate, reporting. 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, reporting

- Review and update of standard operating procedures
- Oversight of financial statement production and analysis
- Leverage financial data to develop enhanced analytics and produce visualizations / presentations
- Partnership with Financial Control Group concerning monthly financial closings and control environment
- Updating presentations and consultant databases
- Participating on client call
- Assisting customized client reporting on a monthly basis
- Reviewing, coding and initiating claim payments based on the instructions sent via the Frame workflow
- Liaising with external parties to confirm the status of claim payments
- Journal entries for claim payments into General Ledger and ensure all data entries are accurate, timely and in compliance with internal controls and regulatory requirements

Qualifications for associate, reporting

- Chartered Accountant with emphasis in Finance, Accounting or other quantitative/business discipline
- Associate's degree and a minimum of one (1) year of tax reporting or accounting experience

- Ability to delegate work to junior staff in a fair manner
- CA / CWA with good accounting, analytical and communication skills and an overall experience of 6 to 9 years with good exposure into regulatory reporting
- Minimum two years of people management experience