



Example of Financial Analysis Associate Job Description

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

Responsibilities for financial analysis associate

- Answer incoming phone calls from agents regarding compensation or debit balances
- Respond to agent inquiries via email or phone
- Audit compensation payments (commissions, overrides)
- Research and resolve compensation issues
- Prepare necessary journal entries to resolve discrepancies
- Read and Interpret commission schedules and statements
- Guide agents with agent web portal
- Run MS Access queries
- Assist finance function, as necessary
- Preparing the various forecast projection guidance for line of business budgeting

Qualifications for financial analysis associate

- At least five years of experience in financial analysis and management reporting, preferably gained from multinational corporations
- Excellent command in written and spoken English and Chinese
- BS degree with emphasis in Finance or Accounting
- Monthly financial analysis and reporting, including Budget vs
- Experience in business partnering role, including understanding of functional area roles, responsibilities, and interdependencies of the drug development

- Candidate must be a self starter who is able to work in a fast paced, results driven environment with limited supervision