



Example of Financial Reporting Associate Job Description

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Our growing company is hiring for a financial reporting associate. 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 financial reporting associate

- Assisting on Annual Tax Reporting for Investment Funds
- Delivering high quality service to clients by accurate, timely completion of all assigned tasks and requests for information
- Liaison with the Regulator and external auditors and dealing with any queries
- Assisting other colleagues
- Preparation of certain areas of the firm's budget and reforecasts
- Coordination and heavy interaction with the CAO and CFO teams from every division and region, with other groups in Controllers
- Review of content in senior executive presentations for quantitative and qualitative accuracy
- Assist in the coordination with Investor Relations, Firmwide Strategy, the CAO office and other groups within Finance on the review of presentations to be given by senior management both internally (e.g., to the Board of Directors) and externally (e.g., other financial institution conferences)
- Contribution to process review and enhancement
- User acceptance testing for Financial accounting projects

Qualifications for financial reporting associate

- Experience in a CA or CPA firm would be highly regarded
- Bachelor's degree in Finance, Accounting, or other relevant areas of study

- Review Line of Business submissions to ensure completeness and accuracy the reasonableness of variance commentaries provided
- Advanced knowledge in MS Office products (Access/Excel)
- A degree in Accounting or a related discipline
- CPA / CFA qualified or currently completing