



Example of Senior Financial Reporting Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of senior 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 senior financial reporting associate

- Assisting in responding to planning queries and concerns
- In addition to the above key accountabilities, you may be required to undertake other duties from time to time as the company requires
- Support Insurance Finance Business Partner group with the repetitive activities
- Preparation and review of comprehensive reports and dashboards
- Support and drive automation and standardization of various reports / projects
- Work closely with various other Finance functions and tools to get the desired results
- Ensure complete adherence to productivity, timeliness and accuracy
- Assist in special projects, propose and drive process enhancements
- Responsible for the preparation of consolidated external reporting, including quarterly and annual financial statements, offering memoranda, and the preparation of the related supporting workpapers
- Responsible for the preparation of the monthly internal reporting package including balance sheets, income statements and cash flows and other key financial information for various senior finance leaders

Qualifications for senior financial reporting associate

- Bachelor's degree with a major in Finance and/or Accounting preferred
- Excellent capabilities in Microsoft Excel, Word, PowerPoint
- CPA (licensed) and Big 4 background desired, but not required
- Highly organized with excellent time/project management skills
- Documentation and quality control minded