

# Accounting Associate: Sr. Accounting Associate

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Performs a variety of general accounting support tasks. Verifies accuracy of invoices and other accounting documents or records including detailing financial business transactions (e.g., invoice approvals, disbursements, expense vouchers, and wire payments). Provides customer service support to internal clients, suppliers, and customers. Enters data into computer system using defined computer programs; compiles data and prepares a variety of reports. May reconcile bank and financial statements/reports. Investigates questionable data and recommends actions to resolve discrepancies.

## **Knowledge**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequently with individuals representing outside organizations, and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

## **Work Products (Examples may include but are not limited to)**

Performs non-routine accounting support duties in areas of Accounts Payable, Accounts Receivable, Cost Accounting, Payroll, Credit and Collections or Transaction Processing. Performs specialized calculations, posting and accounting functions. Codes accounts payable invoices for proper account distribution, checks prices, quantities and extensions; receives remittances, posts to proper accounts and prepares transmittal documents; prepares and issues credit and debit memos; prepares, extends and issues bills and invoices from appropriate sales and shipping documents; prepares payroll input data; maintains expense report controls and accounts; makes up periodic reports summarizing business and financial activities. Codes data for input to financial data processing system, and reconciles difficult report discrepancies and problems. Normally responsible for a complete and systematic set of transactions in a specific phase of accounting, requiring acquired knowledge of specified accounting policies and practices. May operate computer, copier, calculator, fax and similar office equipment.

## **Minimum Education and Experience**

6+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel skills.