

JOB DESCRIPTION AND FUNCTIONS OF ASSOCIATE – BUSINESS SOLUTIONS

As **Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

➤ General Accounting and Tax

- Performs balance sheet accounts reconciliations and analyses.
- Prepares workbooks and financials for period/month end closing of Clients' books on a timely manner and ready for audit
- Records clients' business-related transactions and performs general ledger accounting and maintenance using accounting software.
- Assists with Compliance Reporting for federal, state and government agencies
- Ensures that all expenses are accrued, and all income and expense items are recognized in the appropriate period.
- Reconciles intercompany transactions with affiliates.

➤ Accounts receivable/payable processing:

- *Accounts Receivable*
 - Processes Clients' customers' invoices.
 - Posts and applies cash receipts against open customer invoices.
 - Responsible for the resolution of invoice and cash posting or application issues and problems.
 - Coordinates with related teams for escalated queries and/or disputes.
- *Accounts payable:*
 - Processes vendors' invoices and employee expense reports;
 - Responsible for the resolution of invoice and expense report issues and problems;
 - Responsible for checking expense report against receipts;
 - Initiates and reviews payment run;
 - Responsible for running reports;
 - Monitors purchasing accruals.



➤ Other Function

- Documents and maintains Clients' process documentations;
- Executes ad-hoc tasks or projects in a fast-paced environment;
- Promptly and professionally responds to all internal or external client's inquiries and bring issues to resolution;
- Ensures Clients' documents and workbooks are properly archived.

In addition to the above functions, you may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Managing Directors of HC Global Business Solutions, LLC.

Job Specifications:

- Graduate of B.S in Accountancy or related courses;
- A team player; must be able to work individually and as part of a team;
- Willing to learn in a fast-paced environment;
- Analytical and very detail-oriented;
- Flexibility to expand work hours as necessary and support business needs