

JOB DESCRIPTION AND FUNCTIONS OF SENIOR ASSOCIATE – BUSINESS SOLUTIONS

As **Senior 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:

- Full-scope Accounting, Client Service and Departmental roles
 - Responsible for coordinating and ensuring effective performance of the team
 - Review the work of Associates on a timely basis and give appropriate review notes and comments to facilitate improvement on the work of the Associate.
 - Plans, schedules and delegates tasks to Associates and maintains positive working relationship
 - Communicates progress and status of deliverables to clients on a timely manner
 - Manages client relationships with direct communication with client company executives.
 - Involved in staff training and development, and in implementing process and technology efficiencies.
 - Identifies issues and recommend appropriate resolutions to such issues before the work is turned over to the Director or Associate Director for review.
 - Provides support to Management in General (end to end) accounting functions and Company initiatives
 - Ensures procedural documentations are updated and maintained on a timely basis
 - In instances where an engagement has no Associate assigned, the Senior Associate may be required to perform the work of the Associate (Please refer to Associate Job Description)
 - Determines routine and non-routine accounting processes.
 - Conducts orientation for the Associates for each new engagement and coach Associates on all engagements.
 - Evaluate performance of Associates in every engagement on a timely basis and provide feedback to improve the Associates' performance.
 - Provide initial recommendation for promotion of Associates to Senior Associates
 - Prepare budget to actual analysis for each engagement and provide justifications for unfavorable variances to facilitate additional billing to clients if necessary



➤ Client Onboarding

- Ensures smooth onboarding of new clients. Tracks completion of onboarding checklist
- Sets up accounting system using web-based platform and integration with different online application/systems.
- Formulates the chart of accounts custom-fit to clients' industry classification

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;
- Certified Public Accountant
- 2-3 years of experience
- A team player; must be able to work individually and as part of a team;
- Has a good business understanding of financial concepts and procedures;
- Analytical and very detail-oriented;