Financial Associate Job

Employer Name:

SpiderID: 12443381

Location: Piscataway, New Jersey

Date Posted: 4/21/2022

Wage: $23 - $25 per hour

Category: Information Technology

Job Code: 375373

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Job Number:  
  
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Description  
  
The primary objective of this position is to provide financial support to the volunteer organizers that manage the company conferences worldwide. The successful candidate will provide guidance and troubleshooting to organizers on a number of topics including financial reporting and reconciliation, managing banking, compliance with tax regulations and company policies, and preparing for financial close and audit. The Associate Business Analyst will also serve as an interface between the event organizer and various internal company departments including Accounting, Treasury, Audit and Tax. The Associate Business Analyst will also prepare financial transfers (loans, wire transfers, check requests etc.) for the conference as needed. Some financial and statistical analysis and ad-hoc reporting for conference organizers and OU leadership may be required.  
  
 The role typically reports to the Manager, Conference Business Operations, and has no direct reports. This position must be able to work independently in a deadline-oriented environment and be able to work on multiple projects concurrently.  
  
Key Responsibilities  
  
Load data from legacy financial systems into new "NextGen" financial systems"; validate that system integrations and uploads have resulted in correct financial information populating NextGen systems  
  
Conference Organizer / OU Support Operational Support (20%)  
  
Creates event budgets and makes budgeting recommendations to event organizers  
  
Provides consultations and on-going coaching to Volunteers  
  
Analyzes portfolio and makes recommendations to increase efficiency  
  
Compliance Monitoring (20%)  
  
Facilitate the submission/collection of all required forms, (insurance, signature cards, tax, etc.)  
  
Closing Conferences (15%)  
  
Ensuring proper surplus distribution  
  
Ensuring receipt of required documents  
  
Transaction Processing (10%)  
  
Assist organizers with requesting incoming/outgoing payments  
  
Review all submissions with respect to applicable laws, policies, and internal controls  
  
Financial Reporting (25%)  
  
Monitor and assist in reforecasting conference results at specific intervals throughout the life of the event  
  
Validate received financial reports to ensure accuracy  
  
Assist conference organizers in the usage of financial tools, including but not limited to bookkeeping and banking  
  
Ad Hoc Reporting and Special Requests (10%)  
  
   
  
   
  
Qualifications  
  
Education &amp; Work Experience  
  
Bachelor's degree or equivalent experience Business/Finance or Accounting field Req  
  
Less than 2 years relevant business experience Req  
  
Skills and Requirements  
  
Excellent organizational skills, ability to manage several projects simultaneously  
  
Attention to detail and excellent communication and interpersonal skills are crucial  
  
Ability to work independently with many potential interruptions  
  
Must have a strong command of business English and be able to articulate program and transactional details with precision  
  
Must be a technologically savvy knowledge worker who seeks out new solutions to business challenges. Specific technology knowledge and experience needed to produce the desired outcomes include the following: Working knowledge of computers &amp; software, Excel, Word, Gmail, Databases. Oracle, NetSuite and Quick Books  
  
Must possess the ability to influence conference organizers to make appropriate decisions (IEEE Policy, industry standards, budget, etc)  
  
Collaboration is essential - this position requires frequent interaction with cross-functional, solution-oriented teams.  
  
For information on work demands and conditions required for this position, please consult the reference document, "Physical, Mental, and Work Environment Standards for IEEE Positions." This position is classified under Category I - Office Positions.   
  
IEEE is an EEO/AAP Employer/Protected Veteran/Disabled  
  
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 Disclaimer: This job description is proprietary to IEEE. It outlines the general nature and key features performed by various positions that share the same job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of all employees assigned to the job. Nothing in this job description restricts management's right to assign or re-assign duties to this job at any time due to reasonable accommodations or other business reasons.   
  
We encourage talented people from all backgrounds to apply. PLEASE NOTE: This position is not budgeted for employer-sponsored immigration support, this includes all persons in F (both CPT and OPT), J, H, L or O statu b Description Here

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Accounting Now

Company: Accounting Now