

Expense Associate

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Company: Varite, Inc

Location: New York County, New York

Category: other-general

Job Title: Expense Associate

Duration: 6 Months

Location : 330 Madison Avenue, NY - Onsite (4 days on site, 1 day(Friday remote)) No Flexibility on this point. They are looking for candidates to be converted later on and need only candidates who will be comfortable with onsite schedule.

Must haves(Top 3 skills) :

Data Support for Client Expense Review & Control. Good in invoices and expense reports

Disciplined and seasoned professional

Strong time management, Strong interpersonal as well as communication and organizational skills

Position Summary

Client is seeking a proactive Expense Associate for the Expense Review and Control Team to support client Securities. This person will join a dynamic team in handling expense review and controls for all divisions of Client. The ideal candidate must be reliable, detail oriented, exercise excellent judgment, have exceptional communication skills, demonstrate strong customer service and professionalism, can handle numerous projects, must handle a heavy workflow with a high level of accuracy. The successful candidate will be comfortable interacting with other senior members of the team and clients in a fast paced environment.

The Expense Associate role is in New York City. This position reports to the head of Expense Review and Control Team. This position is Monday through Thursday in the office and Friday working from home.

Essential Job Functions

Must be detail oriented

Data Support for Client Expense Review & Control

Maintain databases in collaboration with the team

Assist in preparation for weekly expense meeting

Gathering & preparation of data on expense issues

Process expenses while adhering to firm policies

Review and processing of employee requests

Review and processing of invoices and expense reports

Prepare summaries for weekly meeting

Preferred Qualifications

Proficiency in Excel, Outlook, PowerPoint, and Word

Strong time management skills and ability to manage multiple tasks

Strong interpersonal and communication skills

Strong organizational skills

Ability to exercise judgment, including prioritizing issues and tasks

Detail-oriented and able to multi-task in a fast-paced environment

Hands-on and willing to roll up sleeves to perform all responsibilities needed to ensure success

Self-starter who can work with the other professionals on the team

Able to deal with all levels of employees with professionalism

Basic Qualifications

Bachelor's degree, preferably in a quantitative discipline or equivalent experience

3-5 years of experience in Expense Management, Finance, Operations or Executive Assistant

Salary

Annual base salary between \$70,000 - \$80,000.

The base salary range represents the low and high end of the anticipated base salary range for this position. Actual base salaries may vary depending on factors such as location and experience. The range listed reflects base salary only, and the total compensation

package may include other components such as incentive compensation.

Currently, this role is expected to be in the New York, office at least 4 days per week.

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