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# Example of Accountant, Accounting Job Description

Our company is growing rapidly and is looking to fill the role of accountant, accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant, accounting

* Prepare audit schedules received from Corporate Team, always coordinated with the lead
* Working with a relatively high level of supervision, this position verifies records that are processed, corrects data job errors and prepares accounting related reports
* Run allocation models and update data tables
* Prepares and analyzes journal entries
* Assists with the preparation of general ledger account reconciliations
* Assists in reviewing for accuracy of journal entries and accounting classifications assigned to various records, as required
* Reviews posting issues and resolves errors
* Compares accounting system outputs with daily input verifying for accuracy and resolves discrepancies
* Assists with the monthly, quarterly and year end close activities as assigned by his/her supervisor
* Assists in preparation of financial and operating reports including trial balances, adjustments and closing entries

## Qualifications for accountant, accounting

* Document current and ongoing Commission Accounting processes, policies and procedures, understand data flow and system architecture
* Utilize the TrueComp Manager application to research participants setups, payment history, hierarchies, and other commission related information
* Serve as a subject matter expert in various Commission Accounting processes, including selected upstream processes
* Work with team and provide analytical expertise and identify opportunities for improvements
* Participate and support UAT activities
* Collaborate with business groups across the pay cycle process, including Worldwide Sales Compensation, Geo Compensation and Payroll