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# Example of Accountant, Accounting Job Description

Our growing company is looking for an accountant, accounting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accountant, accounting

* Identify process improvements in the month-end close process
* Review coding of invoices and update as needed
* Review posting issues and resolves errors
* Preparing journal entries to facilities the close process
* Perform monthly depreciation actual to budget variance analysis and report results at monthly close and balance sheet meetings
* Represent Plant accounting at operational and finance department meetings
* Perform bi-weekly payroll import from ADP into Oracle projects
* Prepare all supporting documentation to properly record plant transactions for PNG within the Oracle Fixed Assets system
* Act as back up for setting up capital projects
* Prepare the annual depreciation expense budgets and forecasts

## Qualifications for accountant, accounting

* Good oral and written communication skills and ability to use good judgment in the delivery of information get the deadlines, and problem resolutions (low and medium complexity)
* Requires a Bachelor's accounting, finance or a related degree and some experience in accounting, financial analysis, budgets, balance sheets, income statements, or other directly related experience
* Qualified accountant (2+ years of experience in position Accountant)
* Process of obtaining professional accountancy Qualification such as CPA, CIMA,ACCA, ACA is a plus
* Must be self-driven and resourceful to meet deadlines , achieve goals, by working independently work well in teams/groups
* 5+ years of relevant GL accounting experience, multi-currency accounting experience is a plus