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# Example of Accountant, Finance Job Description

Our growing company is looking to fill the role of accountant, finance. 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, finance

* Balance sheet reconciliations with supporting documentation
* Managing the SOX and internal audit affecting the Financial Reporting Team
* Reconcile all Accounts Payable (AP) owned general ledger accounts at month-end
* Post all AP accruals and journal entries accurately and timely
* Follow-up all un-cashed checks monthly, reconcile all funds identified as potential escheated funds
* Manage the unclaimed property claims
* Manage and oversee the vendor payments tax compliance reporting
* Responsible for follow-up with vendors to ensure accurate tax related data is obtained prior to payment
* Ensure tax withholding data is accurate
* Reconcile tax withholding account

## Qualifications for accountant, finance

* Must have experience in using financial accounting software/systems
* Ideally an university or MA degree in accounting, finance or business administration
* Degree in Accountancy or professional accounting qualification eg
* Experience in fund accounting, computerized financial accounting systems, desktop software applications including spreadsheets, relational database program, project management, financial analysis, and tax related accounting
* Tax experience, IRS researching knowledge, familiarity with IRS Post-Issuance guidelines
* Newly qualified ACA working in the audit department of a Big 6 accounting firm (Big 4 preferred)