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# Example of Accountant Junior Job Description

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

## Responsibilities for accountant junior

* Working effectively with Accounts Receivable, Accounts Payable and General Ledger staff in researching and correcting errors and/or inconsistencies in general ledger accounts
* Preparing accounting reconciliations for balance sheet accounts
* Providing support to the Senior-level Accounting staff by assisting with daily operational tasks, applying principles of accounting to analyze financial information, and assisting in the preparation of financial reports
* Reviewing and investigating errors and inconsistencies in financial entries, documents, and reports
* Special projects or assignments as needed
* Maintaining general ledger accounts, preparing monthly entries for accruals
* Analyzing general ledger accounts to support quarterly balances
* Reconciling and recording daily cash activity
* Supporting the preparation of tax return workpapers
* Assisting in the collection of financial information from portfolio companies

## Qualifications for accountant junior

* Processing accounts payable for management company and investment funds
* Provide insight and analytics on AP/GL and sourcing category data
* Oversee project task tracking
* Complete data analysis, reconciliation, and reporting as needed
* Compiles information from branches, departments, and other sources
* Oversee fixed assets reconciliation