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# Example of Accountant Junior Job Description

Our innovative and growing company is searching for experienced candidates for the position of accountant junior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accountant junior

* Complete government census forms and provide requested financial information
* Handle full sets of accounts
* To support Head of Department in ensuring smooth and efficient running of Accounts
* And Finance Operations of the company
* Responsible for preparation and coordination of regular and ad-hoc financial /management reporting
* Communicating with Regulators and auditors, &
* Any other duties which may be assigned from time to time
* Accounts Payable (coding, data entry) Heavy volume Cash Reconciliations, Bank Reconciliations, and In house payroll
* Processing accounts payable / receivable
* Reviewing employee expense reports

## Qualifications for accountant junior

* Recording all journal entries relating to entities into G/L system
* Preparing reconciliations to identify inter and intra company eliminating JEs
* BEA Census forms
* Assisting in the preparation and organization of support work papers for various public filings
* Ad-hoc projects to assist team in meeting periodic reporting requirements, such as SOX, quarterly reviews and audits
* 1+ year of experience as a Junior Accountant