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# Example of Accountant, Senior Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of accountant, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant, senior

* Analyze and produce improvements to processes, practices and policies
* Complete monthly account reconciliations and journal entries for certain areas of Corporate Accounting, including equity and capitalized software development
* Assists in preparing financial statements and related reports including Form 10-Q, Form 10-K, earnings releases, press releases, 8-K’s, and proxy filings and assists in providing support for the external audit of these documents
* Completes selected footnotes and financial statement disclosures as assigned
* Ensures that all disclosures are properly supported and have been reviewed in accordance with company policies, including SOX
* Assists in preparing the Company’s 401K benefit plan financial statements and assists in the external audit of these financial statements
* Assists in review of XBRL documentation to ensure elements selected are appropriate
* Assists in researching new accounting pronouncements for inclusion in various accounting write-ups
* Participates in various special accounting projects, including documenting or enhancing accounting policies, presentation preparation, etc
* Process month-end journal entries

## Qualifications for accountant, senior

* Collaborate with the Finance department on month-end variance analysis for Actuals vs
* Ability to work in a fast-paced environment and meet extremely tight deadlines
* Willing to provide assistance to colleagues regardless of whether it has to do with the cost centers they oversee
* Four plus years related work experience
* MS Office knowledge required (Excel, Access, Word)
* AS400 and Lawson experience beneficial/preferred