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# Example of Accounting Administrator Job Description

Our innovative and growing company is looking to fill the role of accounting administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting administrator

* Support local and regional finance management with financial tasks and closing
* Provide financial support to the Controller and other Financial Management, Xenia site leaders, and employees
* Process accounts payable, expense reports, and manage cash receipts
* Input data entries
* Maintain customer and supplier files
* Research issues for the CFO as requested, plus drafting correspondence and exhibits
* Provide daily operation support scanning, email enquiry, fax
* Process year-end statutory
* Manage the day to day administration of the FCM Suite
* Assure compliance with the proper policies, procedures, and controls within FCM Suite and related processes

## Qualifications for accounting administrator

* Demonstrated solid relationship management skills with internal and/or external clients
* Undergraduate University Degree in economics, accounting, or other Administrative Areas with 5 years experience
* Experience in all areas of Accounting, Reporting and Forecasting
* Strong knowledge in Accounting
* Strong experience in systems/ process BIs (INFOR)
* High level in English, both verbal and English Good communication skills required