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# Example of Accounting Advisor Job Description

Our growing company is looking to fill the role of accounting advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting advisor

* Generates and maintains data reports for oil and gas interests, commodity trading, budgeting and various other business activities and interests using numerous computer software programs
* Displays advanced knowledge of workflow through the department and has advanced understanding of other areas within the company
* Makes recommendations to assist the Company or department in making decisions regarding present, future, and potential costs
* Provides information to other employees and/or departments
* Prepares and/or reviews various account reconciliations/analysis, financial reports, forecasts and variance analysis
* Mentors and trains less experienced Accountants
* Prepare journal entries to record monthly transactions in a timely manner for the monthly general ledger (GL) and project accounting (PA) close processes of GPT entities
* Prepare monthly bank account and specific GL account reconciliations
* Reviewing and posting monthly recurring and non-recurring GL entries as needed, and completing preliminary trial balance review for GPTET entities
* Identifying opportunities for harmonization of accounting processes and GL transaction types

## Qualifications for accounting advisor

* Sound understanding of international Financial accounting (IAS)
* Both Finance and General Accounting knowledge are required effective organization, planning and interpersonal skills
* Strong proficiency with Excel, proficiency with other Microsoft Office tools (Word, PowerPoint, Outlook)
* The ideal candidate for this position will have 7-10 years of experience in accounting
* Candidate may be qualified to support either the revenue/elimination activity required as part of these integration activities or the cost/intercompany activity required
* Experience with a global team is preferred