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# Example of Accounting Analyst Job Description

Our company is growing rapidly and is looking to fill the role of accounting analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting analyst

* Assist in expanding functionality
* Spearhead Oracle Receivables, Procurement and Projects IT project
* Assist with implementation
* Maintain and close Fixed Asset subledger and then perform all related statutory reporting
* Manage the accounting and financial controls, which provides services for numerous family office partnerships, trusts, foundations and individuals with complex revenue and expense sharing allocations across family related entities
* Create and maintain accounting policies and procedures including internal control development
* Aggregate performance data from numerous investment vehicles including hedge funds, fund of funds, real estate and art
* Perform financial analysis and assist with preparation of financial projections
* Perform Cash flow analysis
* Responsible for periodic financial reporting

## Qualifications for accounting analyst

* Bachelor’s Degree in Finance or Accounting and 2 years relevant experience
* Bachelor’s degree (BA/BS) in Accounting, Finance, Math or similar degree from a four-year college or equivalent experience
* 1-2 years in a role with accounting, problem solving or analytical-related experience preferred or equivalent education
* Act as a liaison with internal and external accounting, tax and legal advisors
* Review of all reconciliations and general ledger entries
* Review legal documents for proper communication to all departments to insure content is properly implemented