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# Example of Accounting Analyst Job Description

Our innovative and growing company is looking for an accounting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting analyst

* Ensuring the proper and continuous flow of accounting activities needed to maintain accurate complete financial records
* Maintaining effective communication with other departments as a basis for assuring complete and accurate financial information and appropriate documentation
* Planning, organizing and maintaining the accuracy of financial information recorded and reported
* Providing financial control oversight relating to valuation processes
* Reviewing general ledger coding for cash entries, accounts payable and wire transfers
* Preparing schedules as needed to analyze general ledger accounts to ensure accurate posting of financial information and proposing corrections to general ledger, as necessary
* Assisting with special projects and other related duties as may be assigned
* Monthly financial statement variance analysis
* Assist with other month end accruals and responsibilities as required
* Prepare reconciliations for a number of balance sheet accounts

## Qualifications for accounting analyst

* 2-4 years of relevant prior work experience
* Experience with NYS CFR and Medicaid AHCF reports
* 2 years of experience in Accounting and Knowledge on Tax
* General accounting knowledge, skills and experience related to the job duties listed above (treasury, journal entry and account reconciliation preparation)
* Finance or Accounting related Bachelor/undergraduate degree
* Public accounting (audit) experience useful but not required