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# Example of Accounting / Finance Job Description

Our company is growing rapidly and is hiring for an accounting / finance. 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 / finance

* Performs reconciliation of escrow liability to ensure the balance is correctly stated
* Perform expenditure report review and validation
* Prepares and participates in SSA-16 Audits, field work, and data testing
* Serves as a subject matter expert for the premium payment process
* Ensure Finance department’s adherence to performance contract standards
* Development and maintenance of a monthly financial dashboard for senior management
* Provide direct financial leadership and support of the sales pipeline process
* Support Coach Europe Finance management with the oversight of Travel & Expenses, Accounts Payable, and other transactional processing performed by our third-party outsourcing provider
* Prepare journal entries and balance sheet reconciliation under the guidance of a Finance Manager
* Monitor and close out open transactions in SAP related to invoices and payments

## Qualifications for accounting / finance

* Working experience as lecturer will be an added advantage
* Student currently enrolled in Bachelor's Degree program in related field
* Maturity, professionalism, and high level of discretion required
* Independent worker and analytical thinker with the ability to conduct research, data analysis, and resolve complex problems
* Minimum 3 years of related work experience required including private sector experience
* Strong proficiency with MS Excel and MS Word (MS Access a plus)