Downloaded from <https://www.velvetjobs.com/job-descriptions/accounting-finance>

# Example of Accounting / Finance Job Description

Our company is searching for experienced candidates for the position of 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

* Responds to internal and external customer inquiries to resolve accounting concerns
* Assist with the review of selected contracts and purchase orders for proper accounting treatment
* Actively participating in cross functional project launches from scoping through to testing
* Reviews all required annual reporting for Cable including operating lease disclosures, contract commitments
* Supervises Accounts Payable function for Spotlight consisting of monitoring OneCard transactions, vendor payment issues
* Review all financial reports and manage discrepancies
* Develop and set priorities, goals, standards, procedures and policies for UAC financial activities in conjunction with supervisors
* Generate financial reports for personnel effort, grants & activities
* Review reports regularly and at least monthly with the management team
* Determine proper transfer pricing calculations

## Qualifications for accounting / finance

* Minimum of 5 years of experience with a multinational public company
* Experience in the semiconductor industry highly preferred
* Experience in Oracle highly preferred
* Demonstrated ability of successful contribution to milestone driven projects
* Demonstrated ability to be accurate and detailed
* Bachelor Degree from an accredited college or university in the fields of Account or Finance required