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# Example of Accounting & Reporting Analyst Job Description

Our company is searching for experienced candidates for the position of accounting & reporting analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting & reporting analyst

* Assist in the preparation of schedules for the year end audited financial statements and stand-alone regulatory reports
* Perform day to day activities, accounting transactions, financial statement preparation and financial data analysis
* Connect with the country and other teams for relevant information and action as necessary
* Ensure accounts are fully reconciled and with proper documentation
* Deliver financial book close requirements timely, based on set deadlines
* Deliver tax and audit requirements on established deadlines
* Perform other tasks and ad hoc activities that are deemed necessary as assigned
* Coordinate and maintain global intercompany matching report, including adjusting models for new entities or accounts, and dispositions
* Assist and support countries in resolving intercompany reconciliation differences and other intercompany related inquires, including but not limited to accounting treatments
* Develop, update and improve procedures surrounding intercompany activities

## Qualifications for accounting & reporting analyst

* Demonstrate basic knowledge of data processing and be proficient with personal computer applications
* 0 - 2 years of experience in accounting and/or controlling
* Experience with internal control over financial reporting and internal control procedures
* Good English level, written and verbal communication skills
* University degree in finance and accounting or business studies
* Chartered or Certified Professional Accountant or equivalent