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# Example of Accounting Representative Job Description

Our growing company is searching for experienced candidates for the position of accounting representative. 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 representative

* Ensures that assigned portfolios (approximately 150) fund accounting system investment records are accounted for per accounting and regulatory guidelines
* Production PO and Invoice management for all hardware suppliers
* OpEx PO and invoice management for all hardware
* Shipment tracking and reconciling invoices within iProcurment
* Working closely with AP team on monthly close activities
* International PO and invoice management
* Research and resolve load discrepancies on the Open Invoice report between vendor invoices and the FAST system
* Print and review the Houston Exception Report which lists all transactions in error status and cannot be paid
* Maintain BOL files
* Develop understanding and communicate customer, supplier and internal matters to other CN departments, including Marketing & Sales and Operations other Railroads

## Qualifications for accounting representative

* Ability to handle multiple tasks and prioritize to meet scheduled deadlines
* Accuracy with data entry
* Bachelor's Degree in Business Administration, or a related field, and 3 years relative experience in a position relating to accounting or finance
* Bachelor's Degree in Business Administration, or a related field, and a minimum of 10 years experience in a position relating to accounting
* Must possess a detailed understanding of the Project Systems (PS) module within SAP (OneSource)
* Must be comfortable with Microsoft Office (Excel, Word, and PowerPoint)