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# Example of Accounting Representative Job Description

Our innovative and 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

* Incoming price file audit
* Reviews daily the variance between the current and previous day’s NAV to ensure the calculation of the NAV is within specific tolerances
* Keeps current on new market trends, compliance and legal issues relating to the Trust products (including Collective Investment Funds and Unitized Managed Accounts) and mutual fund industry
* Risk Competence & Knowledge - Understand the key operational risks and the associated controls applicable to the Business Unit and follow all Business Unit operational procedures and other directive controls (eg
* Assist funders
* Prepare and post various accounting entries to appropriate general ledger and/or accounts required to perform daily accounting duties
* Perform other duties and special projects as assigned timely and accurately
* Taking invoices from collection agencies and determining status (write off or should stay open)
* Maintain and support customer accounts by building excellent rapport & confidence, identifying their needs, and taking strategic action to resolve the issue
* Provide excellent customer service through active listening on every interaction

## Qualifications for accounting representative

* Bachelor's Degree with a GPA greater than 2.8 or Equivalent work experience
* Familiarity with industry-specific applications and web-based banking platforms for major financial institutions
* Introductory knowledge of bookkeeping principles and practices
* Introductory knowledge of office methods and procedures
* Ability to make mathematic calculations with speed and accuracy
* Ability to perform routine repetitive duties quickly and accurately