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# Example of Accounting Senior Analyst Job Description

Our company is hiring for an accounting senior analyst. 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 senior analyst

* Review and monitor building lease agreements in close partnership with the real estate team and properties FP&A
* Ensure real estate tax, common area maintenance, and other calculations are correct and properly updated as new information is obtained
* Perform, document, and test lease-related internal controls
* Research technical accounting issues related to leases, document conclusions and recommend accounting treatment to ensure internal and external reporting requirements are met
* Provide insight to the real estate team and properties FP&A regarding the accounting impacts of lease decisions
* Assist in the implementation of the lease accounting standard, ASC 842 Leases
* Responsibilities include support and oversight of junior staff
* Collaborate cross functionally with premium billing and finance teams, providing analysis that drives strategic decision making
* Accounting research and analysis of complex transactions
* Month end close including variance analysis, journal entries, accruals, and overall general

## Qualifications for accounting senior analyst

* Minimum three to five years of progressively responsible experience in GAAP and general ledger accounting
* Experience in applying internal control concepts and regulations
* High level of ethics, integrity, discretion and confidentiality
* Knowledge of Archer, Oracle, HFM and/or other end-to-end reporting system
* Public accounting experience or experience in administering SOX in a large organization
* 2+ years of corporate or public accounting