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# Example of Accounting Senior Job Description

Our growing company is looking for an accounting senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting senior

* Perform an active role in the month-end financial close to ensure a deep analytical understanding of actual results vs
* Perform work around technical and valuation-related accounting concepts
* Support the preparation and review of deliverables related to the earnings release, including working cooperatively with our partners in Investor Relations, and research and work with our SEC and Regulatory reporting teams to respond to both internal and external audit and / or regulatory inquiries
* Complete annual filing of Form 1099
* Prepare monthly/quarterly/annual and reasonability review commodity tax filings (HST, TVQ, GST) for MLI and its subsidiary companies
* Work with Real Estate Investment group and prepare quarterly performance benchmark compliance/IPD submission to benchmarking agency (IPD)
* Prepare management reports and participate in special projects as required
* A personalized training program will be developed to properly onboard employees
* 1 on 1 training to learn DXC Technology policy and procedures
* Learn client specific requirements, client systems, client procedures and client software

## Qualifications for accounting senior

* Collaborate with finance and business stakeholders across the organization to provide guidance and consultation on technical accounting issues and disclosures
* Build relationships across multiple departments and functions to achieve company and department goals
* Communicate complex topics to diverse internal audiences including executives, auditors, and peers
* Communicate and provide training to Accounting and Finance personnel regarding areas of focus above, technical accounting topics, and other related business and control issues
* Bring a positive attitude and enthusiasm to work in a fast-paced and dynamic environment
* Effectively manage multiple projects at one time and work independently