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# Example of Accounting Senior Job Description

Our innovative and growing company is hiring for an accounting senior. 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

* Responsible for the revenue and accounts receivables
* Coordinate daily activities of the reconciliation of operational data
* Provide financial reporting for several business lines
* Conduct research and journal entry activities for operational data
* Deliver month end packaging to assist monthly closing of books
* Build strategic relationships with clients and act as key point of contact
* Lead accounting projects with cross functional teams throughout organization
* Review petty cash reconciliation
* Review advance settlement
* Includes the direct management, development and accountability of a team of 1 accountant based in our Swedish office remotely managing the performance of 1 resource externally located in India that undertakes some transactional finance work

## Qualifications for accounting senior

* Prepare the Controllers G&A budget and forecast and monitor spend on a monthly basis
* Assist with financial reporting including the review and preparation of financial statement disclosures for Forms 10-K and 10Q
* Provide support on special projects and process improvements initiatives
* Assist with auditor’s review and requests
* Previous experience using Infolease preferred or willingness to develop leasing knowledge
* One to two years of post exam experience with a Canadian Public Accounting firm working on audits and review engagements, preferably with a small to mid-sized firm.All resume information is received in confidence