Downloaded from <https://www.velvetjobs.com/job-descriptions/accounting-senior>

# Example of Accounting Senior Job Description

Our company is looking to fill the role of accounting senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting senior

* Assist with drafting responses to SEC comment letters and working with reporting team, external auditors and securities counsel to finalize responses
* Ability to analyze and understand complex transactions, apply complex accounting standards to those transactions, and effectively communicate the results to the stakeholders
* Propensity towards detail-orientation in all aspects of work performance and a meticulous business writer
* Keen ability to build and maintain collaborative working relationships with internal and external business partners, including oversight of a small team of external reporting professionals and accountants
* Completion of month-end close process, preparing journal entries, reconciling general ledger accounts & resolving related issues
* Oversee general accounting functions including financial statement preparation
* Oversee month-end close duties
* Work closely with outside auditors, providing documentation, and assisting with any technical research
* Establish process improvements for the Accounting team
* Assist with analysis and ad hoc reporting

## Qualifications for accounting senior

* The confidence, willingness and ability to network and interact with a wide range of stakeholders, including Finance, Legal, and Tax leaders outside of the department
* The ability to research and communicate complex issues to a broad audience, through written or verbal means
* Bachelor’s degree or 3 years of accounting experience
* 2 additional years of experience in public accounting or relevant industry accounting experience
* CPA and/or Finance MBA
* Experience with Oracle and HFM