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# Example of Accounting Specialist Job Description

Our innovative and growing company is looking to fill the role of accounting specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting specialist

* Prepare final invoices for mailing along with applicable supporting documentation
* Assists in hiring process for students and staff from start to finish using BrassRing/Kenexa
* Prepares payroll dashboards on a bi-weekly basis
* Performs payroll reconciliations on a monthly basis
* Process Personnel Transaction Requests (PTR) through PeopleSoft
* Scans and saves confidential human resources and financial documents into DocuWare (paperless storage system)
* Maintain Pcard transaction log on a daily basis
* Performs Pcard reconciliations on a monthly basis
* Maintain and analyze profit and loss report
* Process vendor payments either through a payment voucher (PV) in Advantage or through purchasing card (Pcard) transactions

## Qualifications for accounting specialist

* Basic understanding of accounting and state and federal tax documents
* 2-4 years of experience working in accounting or other business related field
* Strong attention to detail and an understanding of internal controls
* A minimum of two years of accounting experience
* Proficiency in an Enterprise Resource Planning system
* Candidates should possess excellent written and verbal communication and organizational skills