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# Example of Accounting Staff Job Description

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

## Responsibilities for accounting staff

* Facilitate the close process for all Accounting Teams not physically located at Global Headquarters
* Assist in maintaining consistent global accounting policies in our foreign subsidiaries
* Review and analyze various Legal Settlement Agreements such as Guaranteed Goodwill, Buy Outs, Management Agreements, etc and ensure proper accounting entries are prepared and terms of the agreements are executed on timely
* Ensure ongoing monthly analysis of Management Agreements are performed and necessary accounting entries are completed
* Responsible for many ad hoc Franchise Accounting processes and monthly entries requiring review, research, and analysis to be performed and corresponding entries booked prior to each month end
* Participating in monthly, quarterly and yearly accounting cycles and preparing monthly financial statements
* Respond to questions and issues and communicate responses to operations and other functional areas
* Work closely with other functions within the SSC groups, Corporate, the Regions and local operations to administer standard business processes and participate in implementing a shared services center environment in North America
* Deliver results individually and as a key team member in a fast paced, high performance culture
* Identify process improvement opportunities as it relates to the individual’s area of responsibility

## Qualifications for accounting staff

* Big 4 public accounting background
* Has an aptitude for information technology
* Bachelor’s degree in Accounting OR Bachelor’s degree in related field
* 1-2 years of accounting experience, executive compensation experience preferred
* Ability to work in stressful situations with tight deadlines
* Experience with databases or system design a plus