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# Example of Accounting Support Job Description

Our innovative and growing company is looking to fill the role of accounting support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accounting support

* Verifies key aspects of input for a request
* Assist with telephone receptionist duties
* Should be proficient in Chinese Language
* A/P set-up
* Ensure sufficient cash in bank accounts in payments
* Ensure cash book entries are correctly coded
* Responsible for closing of cash book and prepare journal entries for monthly closing
* Responsible for sending copies of bank statement to HQ treasury department
* Develop a solid understanding of roles and responsibilities within the department, the department’s functions vis-à-vis the company’s work and its mission, culture, values, and practices
* Creating master data information (Bill of Materials, Routings, ) in SAP R/3 for new projects

## Qualifications for accounting support

* Ability to weigh different views and make quick decisions
* Experience with accounting software and systems required
* College level course work in finance, accounting, related business or equivalent experience
* Entry level does not require experience beyond the degree
* Take in exams and surveys and process on Sekonic scanners
* Prepare accurate reports with both Datalink Connect software and Excel