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# Example of Accounting Systems Job Description

Our growing company is looking for an accounting systems. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting systems

* Possess ability to extract information from a variety of financial systems the general financial reporting knowledge required to present information in its proper context
* Administer and maintain the Americas Commercial HFM financial reporting system used for reporting of financial results to Americas management and operations
* Support the monthly Sales planning process and report share of segment and industry performance by product line
* Support annual planning and monthly forecasts
* Support monthly financial close and variance analysis for the site
* Support management financial reporting and data requests
* Support internal and external audits for the site
* Perform P&L and Balance Sheet analysis versus plan, forecast and prior year results
* Support accounts receivable, cash collections and accounts payable activities
* Support reconciliation of physical inventory to the general ledger

## Qualifications for accounting systems

* Flexibility and enthusiasm with an eagerness to enrich, advance, and acquire new skills
* Exposure to unique projects
* Must possess advanced technical skills in PeopleSoft Financials including Query
* Must have working knowledge of Convergys or CSG billing systems, Advanced Excel skills, Access, Monarch, SQL, MicroStartegy, Hyperion and/or Cognos
* Expertise in building financial models which utilize macros is desirable
* Positive attitude dedicated towards achieving results for the “team,” providing quality customer service and accuracy