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# Example of Accounting Systems Job Description

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

## Responsibilities for accounting systems

* Liaison between Corporate Accounting & Reporting and internal/ external vendors for software installations, upgrade, and general maintenance issues for all Hyperion System 11.1.2.4 environments
* Collections and Intercompany Confirmations
* Complete Quarterly and Annual reporting requirements (e.g., Balance Sheet analysis, data collection)
* Prepare Sarbanes-Oxley documentation and certifications
* Close coordination and interaction with other functional areas (Sales, Supply Chain ) to understand, document and enhance system interaction
* Must be able to work closely with internal team members cross functional team members in order to reach a common goal
* Support key leading performance indicators and track progress vs
* Manage complex systems implementations
* Act as project manager for Finance initiatives aimed at improving the overall global Finance community and partner with IT and Business Process Harmonization (BPH) teams to drive initiatives from discovery to deployment
* Provide direction, resource allocation, and prioritization around groups of projects within a business unit or department

## Qualifications for accounting systems

* Proficiency with query tools (Microsoft Access)
* Knowledge/build/use of the following
* Detail oriented self-starter, able to work independently in a group setting
* Experience working with large MS Access database
* Ability to work well independently effectively within a team
* 5+ years of experience in business and system analysis (gathering requirements, creating system specifications) in the financial services industry