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# Example of Accounting Systems Job Description

Our company is hiring for an accounting systems. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accounting systems

* Improvement and harmonization of the accounting systems and processes
* Create User Documentation or procedural information in T-Recs, Sharepoint, Access Programs
* Administer Finance master data
* Administer and coordinate month end financial close process and related ICFR audit controls
* Support SAP Finance customers on system access, master data, month end financial close, and other SAP FICO processes
* Support SAP maintenance and enhancement process and related Finance projects
* Create and update desk procedures and process documentation
* Maintain and update department’s website
* Ability to collaborate with individuals across multiple organizations to provide a high level of support
* Support the relationship with the IFS APM team

## Qualifications for accounting systems

* Ability to independently plan and accomplish goals
* MBA, PMP or other Project Management certifications
* Excellent communication (verbal and written) and interpersonal skills that will foster a collaborative environment with internal partners
* Strong knowledge of Finance/Accounting business processes
* Expert in SAP FICO including configuration
* Must have handled multiple roll outs