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# Example of Analyst, Accounting Job Description

Our growing company is looking to fill the role of analyst, accounting. 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 analyst, accounting

* Utilize analytical skills to identify opportunities for cost savings and to standardize & streamline processes within the department
* Assist with General Ledger processing
* Closing books of Latin American countries
* Assisting in statutory audits
* Analyzing balance sheet accounts
* Extensive coordination with local accountants
* Reconciliation of sales and use tax liability accounts the tax clearing account and preparation of ICP Canada, Racan and Carrier Residential National Accounts (CRNA) sales tax liability reporting
* Preparation of monthly journal entries for inventory, expenses, payables and receivables, and other company transactions
* Variance analysis of numbers outside of threshold
* Cost analysis for the company’s manufacturing facilities

## Qualifications for analyst, accounting

* 2+ years relevant work experience in accounting operations preferred, including experience in high volume, complex general ledger reconciliations preferred
* Financial institution or payments industry experience a plus
* High school diploma or 4 year degree required
* Ability to work independently on an end-to-end monthly process
* Tie out all activity each month and reconcile the GL accounts involved
* Become part of a team to clear old reconciling balances and other issues