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# Example of Analyst, Accounting Job Description

Our company is growing rapidly and is looking for an 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

* Review/analyze financial reporting and provide period end variance analysis for clients and to Financial Planning & Analysis
* Key contact for IT Project inquiries from the business
* Understanding the customer’s business and service goals required for each subsidiary
* Responsible for reviewing and posting cash activity, recording accruals and expense re-classes and performing bank reconciliations
* Responsible for preparation of monthly Balance Sheet and P&L reports
* Responsible for preparing and posting Intercompany billing journal entries, reconciliations and analyses of the Intercompany account balances/activities
* Governance over Intercompany Contract management system (includes obtaining executed contracts from the business and indexing in to system)
* Update the documentation of the procedures for key area and participate in self-testing of key control processes
* Support the external auditors during the interim/year-end audit deliverables to achieve a timely and efficient audit close
* Interact with other departments including Treasury, Billing, AP, Tax, IT and other CFO teams

## Qualifications for analyst, accounting

* Comfortable working independently while driving to deliver commitments/targets
* Occasional evening meetings with teams in Asia
* 3+ years of related work experience in an Accounting/Finance role
* Able to work independently and as a team member under tight deadlines and take initiative in recognizing and resolving any problems, issues, or discrepancies
* Professional capabilities in financial accounting and Tax
* Liaise with local bookkeepers to ensure local compliance for intercompany invoices and VAT filings