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# Example of Entry-Level Accountant Job Description

Our company is growing rapidly and is looking for an entry-level accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for entry-level accountant

* Sales commission reporting and analysis
* Ad-Hoc data and trend analysis projects
* Process month end close, journal entries, and reconciliations
* Budgeting, forecasting and cash management and application
* Assist with Account Payable
* Financial statement analysis and preparation
* Help process payroll
* Processing credit card statements
* Processing reimbursements for employees travel and expenses
* Making sure that the reports add up correctly and are coded correctly

## Qualifications for entry-level accountant

* 0-2 years of accounting experience including relevant internship experience
* Intermediate Excel skills including pivots and v-lookups
* Must be a self-starter who can work in a fast paced environment
* Scanning, copying as related to finance support
* Related internship experience a huge plus
* Perform daily accounts payable and accounts receivable duties including vendor initiation, invoicing, various general ledger reporting