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# Example of Entry-Level Accountant Job Description

Our innovative and growing company is hiring for an entry-level accountant. 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 entry-level accountant

* Monthly revenue review and analysis
* Prepare monthly reports for accounts payable, accounts receivable, general ledger
* Maintaining the integrity of all cost data
* Analyzing purchase price variances and providing explanations
* Oversee information related to purchase costs, outside service costs, labor rates, overhead rates
* Managing the physical inventory counting process
* Assisting with the month-end close procedures
* Analyzing and reconciling inventory accounts in the general ledger
* Calculating LIFO reserves
* Tax compliance for federal, state and international

## Qualifications for entry-level accountant

* Bachelors in Accounting, Finance or Business degree
* Grammatically correct English writing skills
* Ideally a business, finance or accounting bachelor's degree
* Must have a 3.2 GPA or above
* Internship to up to 3 years of experience needed
* Must possess a strong attention to detail and enjoy working in a team environment