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# Example of Finance Accountant Job Description

Our company is growing rapidly and is looking to fill the role of finance accountant. 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 finance accountant

* Understands and documents existing Accounting Team procedures
* Assist with special reports and projects as required within Finance Shared Service Accounting team
* Your Public Accounting experience
* Your self-insurance accounting experience
* Your intermediate level skills in MS Office (Excel, PowerPoint, Word)
* Responsible for month end reporting, reviewing revenue and expenditure, posting journals, account reconciliations, variance analysis and providing meaningful commentary
* Draft report for MOB highlighting and explaining key variances
* Attending regular monthly budget holder meetings, educating all departments on the importance and impact of cost control, budgeting and forecasting activities
* Review and approve purchase invoices
* Assist with the business planning process

## Qualifications for finance accountant

* Strong communications skills, this person will interact with multiple branch managers / operations team members
* 6-8 years of working experience in large-scaled enterprises, VAT experienced is preferred
* A good team leader and willing to work under pressure
* Act with integrity, honest and responsible
* 3 years public or private accounting experience required
* Excellent Excel, Word, PowerPoint and presentation skills