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# Example of Finance & Accounting Analyst Job Description

Our innovative and growing company is looking for a finance & accounting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance & accounting analyst

* Work with Group Finance and project leadership to develop, administer, and implement process improvements in financial analysis, annual operating plan development, and forecasting, consolidating, analyzing, reviewing and reporting on all financial matters
* Prepare fund external compliance deliverables
* Assist with special projects and internal ad hoc requests
* Partner with various business area finance teams, other key constituents and the ESFS Reporting Team, to create and/or modify value set hierarchies in support of new or revised financial reporting requirements
* Support a variety of Oracle-related processes such as Cross-validation rules, Annual Housekeeping, and ancillary Maintenance requests (Journal Approval, Recurring Journal )
* Coordination, processing and tax reporting of compensation information for employees
* Responsible for the compensation reporting and accounting for both external internal
* Assists in maintaining various manufacturing accounting systems and processes including raw materials, work-in-process and finished goods inventory
* Manage the project to implement the international Travel and Expense solution tool for PW and UTAS
* Maintain shared service transition lists

## Qualifications for finance & accounting analyst

* Work with Wealth Management team members to create and update policies & procedures
* 2-3 years of experience in a big 4 public accounting firm (financial services industry focus)
* Exceptional interpersonal communication skills, with emphasis on the ability to communicate with senior levels of Front-office and Operations staff and management
* Experience with PeopleSoft financials or other finance systems preferred
* Candidate must have solid analytical and problem-solving skill sets
* Desire and ability to learn quickly, to work independently