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# Example of Finance & Accounts Job Description

Our innovative and growing company is looking to fill the role of finance & accounts. 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 finance & accounts

* Attends to any administrative tasks required for the proper functioning of DocMatrix
* Communicate with multiple internal and external stakeholders Senior Management, Clients, Auditors, Regional and Local Finance
* Key Results Indicators & Measures of success
* To process payments on suppliers’ invoices via SAP
* To process staff reimbursement claim via Concur
* To prepare, organize and scan the invoices to Basware
* Support all cash collection efforts including preparation of invoices, cash collections, cash application, and filing
* Analyze client statements and contracts to ensure accuracy of reporting
* Monitor the cash on client accounts
* Maintain and update statement tracking database and follow-up with clients accordingly

## Qualifications for finance & accounts

* Executes operational (including transactional) tasks independently and deals with customers' queries
* Ensures timely and accurate customer billing
* Bachelor's degree or up to 2 years of experience - Previous experience in Finance Shared Services for a global company a strong plus
* Previous experience in Accounts Receivable dedicated role a strong plus
* Demonstrates basic to advanced understanding of financial accounting, reporting, planning, controlling, assurance, internal control along with treasury and investment a strong
* Bachelor's degree or up to 3 years of experience