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# Example of Finance Admin Job Description

Our company is looking to fill the role of finance admin. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance admin

* Collaborate with Accounts Payable, Accounts Receivable, Payments and countries
* Support Procurement with Ariba Implementation
* Ability to function in a high-volume and fast-paced environment
* Assisting with other tasks and projects, as necessary
* The Co-op will work in a fast-paced environment within the Business Finance functions
* Primary responsibility will involve completion of routine, administrative tasks to support the overall success of Silicones Business Finance Managers and Analysts
* Collaborates with local operations team in business units
* The Director will also provide day-to-day leadership and decision making for research administrators and principal investigators and will provide oversight and career development of research finance staff
* Perform monthly data updates to aid in the close and estimate processes
* Update business documents on a quarterly basis to assist business performance assessments

## Qualifications for finance admin

* Experience in development, customization and implementation of Actimize AIS models, AML-SAM and Fraud suite of applications
* Experience in RCM configuration – setting up roles, workflows, users, views using RCM designer
* Ability to independently manage, organize and prioritize multiple tasks, projects and responsibilities
* Well-developed research and analytical skills with good problem solving and lateral thinking ability
* Team-oriented, must be self-motivated, able to plan and manage time effectively, and be customer focused
* Flexible and adaptable to new environments