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# Example of Finance Admin Job Description

Our growing company is looking for a finance admin. 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 admin

* Maintain the group’s SharePoint calendar in accordance with corporate deadlines
* Utilization of several Information Technology systems various other administrative operations
* Process payments for taxes and state fees
* Job functions also include periodic project work with legal operations
* More challenging opportunities increase based upon candidates competencies
* Assists SSC AP team on reconciling outstanding balances and communicating with vendors
* Receive checks from Bank of America as processed by FSSC
* Release checks to payees and ensures to receive corresponding Official Receipts from Vendors
* Provide advice within area of expertise to functional or operational managers to support the development of revenue and expense, budgets
* Gather data to support transfer pricing audit requests

## Qualifications for finance admin

* Experience with SQL scripting (Oracle, MS SQL)
* Prior experience in Banking/Financial industry would be preferred
* Experience in waterfall and agile development
* Knowledge of Payment platforms – SWIFT, CHIPs, Fedwire, ACH
* Knowledge of Web services and IBM Websphere MQ
* Knowledge of Job scheduler