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# Example of Finance & Administration Manager Job Description

Our company is hiring for a finance & administration manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for finance & administration manager

* Has immediate impact on the integrity and reliability of F&A data and control posture for responsible area of client contract
* Uses problem resolution techniques to recommend improvements to overall financial results
* Accountable for achievement of high client satisfaction
* Follows government and professionally accepted practices and procedures in delivering accountabilities
* Maintains financial records required by both government and company policy
* Documents SOX and FERC/ICA processes and controls to support desired reporting including approved differences
* Establish and maintain positive relationships with stakeholders, including FERC
* Assures FERC Form 6 reports are filed accurately and timely
* Provides financial reports to segment and business management to enable business decision-making
* Proactively recommends solutions or modifications to reports as appropriate

## Qualifications for finance & administration manager

* Escalation of outstanding issues timely
* Graduate degree in Business, Finance, or Accounting
* Advanced proficiency in Excel, plus familiarity with accounting software programs
* 5+ yrs relevant work experience with 3+ yrs experience in Financial Analysis
* Demonstrated proficiency in financial modeling in Excel
* Minimum 8 years experiences in finance and accounting, especially in accounts payable