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# Example of Finance Administrator Job Description

Our company is hiring for a finance administrator. 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 administrator

* Manage Corporate Accounts Payable in Acenza
* Prepare monthly/quarterly accounting journal entries for period close
* Prepare monthly suspense, GL to projects and Accounts Receivable reconciliations
* Maintain airdates in the WPR system
* Payroll and Development
* Follow up with PO owner and suppliers for missing invoices
* Evaluating all incoming revenue associated with grants and insurance contracts awarded
* Preparing all fiscal reports required by the Medical School, Medical Group and Medical Center
* Tracking grant expenditures by month
* Providing monthly and quarterly reports of expenditures and revenues

## Qualifications for finance administrator

* PAYE and Wages reconciliations
* Balance sheet control reconciliations
* Have experience setting up new users
* Proven experience in a Financial Services (preferably banking) environment or experience of working in an Accounts / Finance role, including payment processing using bank electronic funds transfer systems
* Develop robust processes to ensure alignment of metadata between SAP and the Group Reporting consolidation system
* Assist the wider Group Reporting team with a variety of project work in SAP and the Group Reporting consolidation system