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# Example of Finance, Senior Job Description

Our innovative and growing company is hiring for a finance, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance, senior

* Ensure all vendors submit invoices on a timely basis
* Review G/L activity to ensure accuracy of financial statements
* Attend monthly close meeting with finance to review all variances
* Prepare quarterly budget vs actual summaries by major line item for Commercial management and finance review
* Partner with Commercial management to prepare the quarterly budget for all Commercial departments
* Review vendor agreements as needed to ensure appropriate expense recognition in the correct time period
* Work with department/project managers on invoice tracking and budgets
* Look for inefficiencies in our agreements, process, budgets to save money where possible
* Responsible for overall management of fleet operations
* Responsible to overall management of American Express and Concur programs for the Commercial Organization

## Qualifications for finance, senior

* Primary contact for all corporate and other consolidation entries in Europe
* Perform financial analysis of strategic initiatives and business cases for the EURAF region across all segments
* Project manage all EURAF FFS relocations to ensure coordination and completion of relevant paperwork by working with legal, finance and operations teams and ensuring local compliance (VAT registration, EC Sales list, with-holding tax, etc)
* Assisting FD in projects including but not limited to
* Coordinate internal and external audit activities with local and specialized finance staff to ensure planning and execution is as per stipulated deadlines
* Maintain register of all fixed assets within the EURAF region including all relevant financial information