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# Example of Finance Shared Services Job Description

Our company is looking for a finance shared services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for finance shared services

* Monitors the month end accounting close, including the production and review of accounting/financial reports for corporate and subsidiary divisions
* Defines/Ensures accounting applications are properly maintained
* Assists with defining and reviewing accounting and systems support processes and makes suggestions for improvement
* To carryout opera related intercompany settlements on the daily basis
* To complete the AR Settlement of F&B intercompany charges
* To send Backup to all Managed SBU through TNT for F&B charges
* Follow up with other SBUs for rectification of the intercompany charges not posted and the ones posted in wrong AC code
* To post all the credit notes against rebates done by the various SBU’s
* To post an Auto Reversal for all IC remaining days after Opera guest ledger cut off
* To post various cross charges between SBU's

## Qualifications for finance shared services

* Be a self-starter with a positive, can-do attitude
* Attention to detail with the ability to present/articulate analytical results and facilitate decision-making
* CA or CPA is required
* Must have the ability to lead and influence the organization with integrity and respect
* Ability to work varied shifts when needed to match the Shared Services requirements during critical periods of month end close, new transitions or strategic projects
* At least 1 year of cumulative work and/or internship experience