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# Example of Financial Administrator Job Description

Our growing company is hiring for a financial administrator. 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 financial administrator

* Process BuzzMart orders, budget revisions, and SPD changes
* Monitor expenditures, termination dates, sub-projects/contracts, cost share, import/export restrictions, classified projects, and special conditions
* Provide ongoing communication with G&C accounting and OSP contracting officer for sponsored project close-out
* Develops new or systematic reporting solutions for ad-hoc requests
* Performs testing for new requirements or enhancements of department database systems
* Provide first level review and analysis of financial system change requests / enhancements to ensure compliance with global standards
* Working in conjunction with global finance, business, and IT resources, ensure the capture and documentation of ‘go-live’ criteria in order to reduce the risk and manual rework associated with project launches
* Partner with global IT & Finance Teams to develop a Global System Template which will be used to drive consistency in application setup
* Develop, test and deploy Smart View and FR reports
* Performs analytical and financial duties

## Qualifications for financial administrator

* 2+ years of Microsoft Dynamics GP experience
* Experience with SQL and SQL Server Reporting Services (SSRS)
* EOne Smart Connect (integrations software tool)
* Working knowledge of Azure Cloud environment
* Knowledge of Microsoft Technologies (MS SQL Server, MS .NET, MS SharePoint, MS Business Intelligence)
* Bachelor degree in Finance, Accounting, or closely related field is preferred