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# Example of Financial Administrator Job Description

Our company is looking for a financial administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial administrator

* Supports internal audits through research and response
* Serve as account manager for assigned projects
* Review and approve p-card charge transfers
* Handle annual Georgia Research Alliance inventory
* Process maintenance requests for suppliers and customers
* Perform periodic reviews of the data held within the Third Party compliance tool and the local ledgers and to reconcile records on both systems
* Ensure all Customer/supplier requests fully comply with Third Party
* Coordinates &/or provides information for the annual salary review process
* Coordinates and/or provides information for the annual salary review process
* Student accounts

## Qualifications for financial administrator

* A minimum five (5) years experience working on Federal contracts is required
* Strong interpersonal skills and ability to work within project and contract teams
* Strong working knowledge of Oracle Financial system
* Ability to perform diversified accounting procedures
* Previous A/E industry experience
* Ability to coordinate multiple tasks simultaneously and prioritize competing demands in a fast-paced environment