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# Example of General Accounting Job Description

Our innovative and growing company is hiring for a general accounting. 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 general accounting

* Proactively monitor changes that impact SOX environment
* Relevant retail experience with a multi-store retail business highly preferred
* ACA or ACCA strongly preferred
* European language skills are a plus
* Assists in assigned accounting and related clerical support functions
* Inputting data into the G/L system, fixed asset system, Leases, and deferred compensation system
* Maintaining files, including filing of general ledger journal vouchers, cash reconciliation documentation, fixed asset invoices, documentation related to leases and other miscellaneous filings
* Research and resolve all problems that do not agree with accounting systems to ensure transactions are correct and that appropriate back-up is maintained
* Creates and inputs general ledger entries
* Application of accounting guidelines in order to properly account for the significant operating expenses related to Company’s multiple subsidiaries

## Qualifications for general accounting

* Strong communications and relationships skills
* Must have Bachelor’s degree in Finance or Accounting
* Must have 8-10 years of experience in General Accounting or similar
* Experience working with multi business units within a global corporation preferred
* Must be able to perform frequent repetitive finger, hand and wrist motions, bending, stooping, reaching, squatting, kneeling, pushing, and pulling
* Must be able to sit for prolong periods of time in front of a computer