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# Example of General Accounting Job Description

Our growing company is looking to fill the role of general accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for general accounting

* Be assigned various projects to gain an understanding of the Controller Group function and the US Foods business
* Possible occasional travel for FA audits, events and other business needs depending on internship assignments
* Daily support of accounts payable and income audit
* Prepare payroll entries for assigned Solium entities on a timely basis to the actual payroll pay date
* Prepare and maintain guidelines for Inter-company coding for all teams, AP, AP and General Accounting
* Manage incoming emails to the commissions general mailbox
* Calculate commission payments monthly and quarterly for various employee groups for new sales and upsell opportunities
* Help team members to plan work to meet deadlines and focus on areas of priority
* Provides ad hoc queries and testing support to assist with systems processing and implementation
* Recommends process updates to utilize in training, process documentation, and compliance policies

## Qualifications for general accounting

* Graduate of BS Accountancy or any related courses
* Candidate must possess at least a degree in Finance, Accountancy or Business Administration
* At least two (2) years’ experience in handling financial reports
* Reconciliation experience is desirable
* Bachelor's Degree in Accounting, Finance, Business Management or 3+ years specific accounting experience with high school diploma
* Develop detailed understanding of end-to-end processes