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# Example of General Ledger Accountant Job Description

Our growing company is looking to fill the role of general ledger accountant. 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 general ledger accountant

* Acts as point of contact for Charter School Financial Reporting individual
* Reviews and approves the daily USAS accounts payable batches and report and discrepancies
* Conducts research and prepares reports utilizing the Texas Taxpayer Identification Number System (TINS) and Financial Management reporting applications
* Initiates and records transactions for bi-weekly submissions of tuition remittance and sales tax payable
* Assists with the review of Athletic transactions throughout the fiscal year
* Serves as a backup for depositing checks and other banking functions as needed
* Assists Senior Accountant with other duties and projects as assigned
* Assists with the preparation of the Annual Financial Report
* Analyzes financial data
* Monitors petty cash funds for compliance with University policy and procedures through periodic audits and review and approval of petty cash reimbursements

## Qualifications for general ledger accountant

* Prepares monthly credit card fee charge allocation to University accounts
* Monitors the University’s online credit card payment systems
* Performs research and analysis of programs and activities to provide financial viability/cost-benefit advice
* Assists in financial analysis and creation of models and graphical presentation of financial data for various departments
* Assists with the preparation of audit documents for the NCAA Agreed Upon Procedures engagements
* Provides information on revenues, expenditures, and account balances to university faculty and staff as needed