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# Example of General Ledger Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of general ledger accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for general ledger accountant

* General ledger operations
* Interact with supporting departments including A/R, A/P, Tax and Treasury on issue resolution
* Inter-company work including international confirmations spreadsheet
* Responsible for Compliance activities in the entities (VAT, WHT)
* Ensure the Balance Sheet reporting is complete and accurate for the Region including monthly balance sheet reconciliations and quarterly reporting
* Ensure the P&L management reporting is complete and accurate for the Region (monthly trend analyzes and reporting)
* Provide information for external or internal audits as per requests
* Close cooperation with other Finance departments in Prague (P2P, FA)
* Daily communication with different teams around the world (Business Finance, Taxation team, GEO teams, Compliance partners)
* Review and reconciliation of inter-company accounts, involving communication with other locations worldwide

## Qualifications for general ledger accountant

* Willingness and the flexibility to work various hours needed according to deadlines (ex
* Very well-organized with a strong attention to detail
* Good sense of humor and positive outlook
* Report your findings to the Finance Manager and to the Senior Finance Controller the Japanese management and the Regional Asia office if required
* Advanced English language required (company language)
* Good analytical capabilities, details orientation