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# Example of General Ledger Analyst Job Description

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

* First level review of the monthly trial balance and presentation of results to General Ledger Controlling manager and EU Financial Controller
* Partnering with the Nordic region Finance Business Partner, including hosting a monthly meeting to review entity results and discuss accounting issues
* Proactive attention to technical accounting issues relevant to the Nordic entities under both US and local GAAP
* Management of various entity specific processes
* Ensure that GL accounts are reconciled and supporting documentation for each reconciliation is readily available for management and regional review
* Maintain all documentation and update timely
* Under direct supervision, validate the monthly payroll variances submission from in country and prepare reports for payroll submission
* Conducts related General Ledger (GL) payroll closing activities ensuring that they are completed in time and accordance to the set guidelines
* Works closely with Payroll to ensure timely submission of payments for payroll variances
* Reconciliation of General Ledger Accounts including Cash and Bank accounts and other Sub-ledger Accounts as required

## Qualifications for general ledger analyst

* Prepares balance sheet reconciliations and analyses assigned
* University degree, preferable in business administration, finance, accountancy, economics or similar experiences / training / education
* Typically holds 0 -2 years post graduate relevant work experience
* Graduate of Accounting or Management Accounting
* Graduates in Commerce or Business Administration or equivalent with relevant experience are also encouraged to apply
* CPA is a plus but not preferred