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# Example of General Ledger Analyst Job Description

Our company is looking for a general ledger analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for general ledger analyst

* Supervision of the accounting of raw material under a modified standard cost basis
* Supervision and performance of accounting for labor, direct materials, utilities, maintenance, and plant spending
* Supervision of accounting and coordinating accounting transactions for the plant location for issues relating to employee benefits, payroll, and other issues
* Supervision and accounting of plant invoicing and billing issues, miscellaneous accounts receivable, miscellaneous accounts payable, fixed assets, and other accounting issues
* Leading process improvement projects to reduce the time of the accounting closing process
* Performance of special projects at the request of the Manager Plant Accounting
* Reporting and recording plant idling costs and asset retirement obligations
* Interaction with personnel from corporate headquarters, tax division, plant operations, plant financial planning and analysis, procurement, raw materials, and other areas of U
* Analyze monthly results to verify that actual accounting results obtained from the Oracle trial balance are reasonable and investigate/reconcile any differences in an efficient and intelligent manner while meeting strict accounting closing deadlines
* Adheres to GAAP and Sarbanes-Oxley guidelines

## Qualifications for general ledger analyst

* Required experience 2 – 3 years in Finance competencies
* Participate to RaDAR project for GLO LAP North America in contact with NAR Project Manager and GLO London teams
* Ensure that NAR specificities are taken into account during the project
* Organize works with NAR users (interviews, workshop, communication, testing phase….)
* Provide follow-up to NAR project manager and sponsors
* Provide follow-up and support on other related projects, per agreement with GLO LAP NA management