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# Example of General Ledger Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of general ledger analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for general ledger analyst

* Performing balance sheet account reconciliation on a monthly basis
* Analysing the monthy balance sheet movements and monitoring, actioning proactively the pending items/issues, escalating if necessary
* Communicating on a regular basis with the in-country colleagues over Europe
* Operating all of the processes according to the SOX controls
* Participating actively in audits
* Developing approporiate procedures to improve efficiency/working under the Countinuous Improvement methodology
* Working primarily independetly but as part of a strong team
* Supporting the Accounting Manager to deliver a timely month end close
* Ensuring reliable, timely and accurate information is provided to key stakeholder
* Handle audit queries from both internal and external stakeholders

## Qualifications for general ledger analyst

* Performs closing and reporting activities
* Supports the timely and successful completion of closing activities
* Complies to audit requirements
* Prepares and raises to GL appropriate journal entries to correct EAI validation errors
* Assists in the preparation of monthly (Group and /or local reports)
* At least min 4 years of relevant experience