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# Example of GL Accountant Job Description

Our innovative and growing company is looking for a GL accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for GL accountant

* Prepares daily (i.e., bank posting/clearing, bank reconciliation) and monthly reports
* Manage the corporate credit card program
* Prepare account reconciliations for various accounts, including cash, prepayments, fixed assets, other assets, prepaid expenses
* Reconciliation of General Ledger balances on intercompany accounts to the source systems
* BRAVO submissions
* Performs analytical review to ensure achievement of KPIs and PPIs for the specific function assigned
* Investigates , communicates and resolves issues identified for each controls, if possible, make sure that it will not be a recurring issue
* Remediates findings raised by Quality Assurance Team
* Complete tax, investment booking and any ad hoc manual adjustments required by accounting manager or business partners
* Assist accounting manager or senior in other reporting preparation & submission in a timely and accurately manner

## Qualifications for GL accountant

* Proficient in all applications of the Microsoft Office Suite
* B.Com Graduate with at least 3-5 years’ experience gained from working in an accounting services firm or within a multinational company post qualification
* Ability to accommodate flexible working hours is an advantage
* Team player, good attitude, initiative and committed
* 3 to 5 years work experience in Accounting, multi-national organization preferred
* Audit experience with a Big 4 audit company