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# Example of GL Analyst Job Description

Our growing company is looking for a GL 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 GL analyst

* Analyze, adjust, and book journals for distributor MDF/ BDF accruals, and early payment discount accruals
* Analyze and classify all return and credit activity by creating monthly RFC report
* Prepare account reconciliations for revenue accounts
* RevPro to GL account reconciliations, including journal entry to re-class 46199 & 57999
* Analyze and book journal entry for RFC backlog
* Operationalize and manage the accounting for landlord and any sub-tenant transactions including rent, CAM, utilities, profit-sharing, TI reimbursements
* Partner w
* Reconcile cost activities to support capitalization during construction period when a construction project is completed
* Assist in day to day accounting functions and processes reporting of financial information
* Preparation of monthly, quarterly and annual management reports

## Qualifications for GL analyst

* At least 1 year experience in General Ledger experience in a F&A BPO
* Knowledge of an ERP and accounting flows subledgers to GL, Oracle e-Business Suite ERP would be an asset
* 2+ years experience as Financial Analyst or Accountant in Global environment
* Proficient knowledge of the Microsoft Office Suite, Excel advanced is a must
* Bachelor of commerce with major in accounting or ACCA/CPA or equivalent-would be an asset
* Self-motivated, independent and ability to execute with minimum supervision