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# Example of GL Analyst Job Description

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

## Responsibilities for GL analyst

* Support external auditor team during preparation of local FS and cover all their question/inquiries/samples and review draft FS
* Prepare the legal books records (manual books)
* Provide assistance and direction to other stakeholders in term of accounting treatment either for USGAAP reporting or local reporting (Banking, AR and other accruals)
* Support internal auditors through supplying them with all the required data, reports and documents
* Involve in preparation of month review analysis for BS (Balance Sheet) items
* Prepare all Cash & Banking transactions/ entries includes the back statements upload (manual and automatic)
* Prepare the monthly bank reconciliation along with the respective justifications and follow up with Treasury for all pending items and follow up on communication with banks for pending inquires
* Post the manual sales invoices for scrap sales (FI Invoices)
* Book all customer checks and Bank transfer
* Follow up and review the monthly AR Aging Report along with the proper justification

## Qualifications for GL analyst

* Experience working in Financial Accounting and in particular, experience with consolidated and legal entity reporting would be preferred
* Experience providing responsive business assistance while adhering to guidelines for quality enterprise-level software development and support
* Excellent communication and team skills with the ability to speak to developers business users with gravitas
* Solid IT skills including knowledge of an ERP system
* Conduct variance analyses
* Prepare and review Financial Statement for Regions/Locations within Latin AmericaGroup-FinancialServiceCenter scope according to US-GAAPS, with active participation in Month-End activities in order to comply with Headquarters requirements