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# Example of GL Analyst Job Description

Our company is looking to fill the role of GL analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for GL analyst

* Prepare Black line reconciliation for all banks and AR GLs
* Provide the required assistance to chief accountant and financial controller for the Adhoc requests on the local/ regional level
* Act as a SME (subject matter expert) for initiatives (large project, small and medium or BAU change) that impact the SAP Finance and Procurement Platforms
* Prepare and process standard, ad-hoc and adjusting journal entries
* Process bank transactions and prepare bank reconciliations statements
* Prepare and process intercompany billings (non trade invoices) and settlements / allocations
* Confirm and reconcile intercompany and loan balances
* Process CIP accounting, asset additions, transfers, write-offs and depreciation runs
* Prepare and submit VAT and tax reporting packs
* Capture IFRS GL and secondary ledger (local GAAP), process local GAAP adjustments and prepare GL reconciliations

## Qualifications for GL analyst

* Prepare Financial information and analysis for Controllers following Service Level Agreement
* Maintain a strong Internal Controls environment according to SOX requirements
* Working knowledge of information systems, particularly ERP such as JD Edwards
* Candidate to possess a higher qualification or equivalent professional qualification in Accounting
* Equivalent work experience working in a General Ledger environment in either of disciplines stated as above
* Experience working with internal & external stakeholders across APAC countries is an added advantage