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# Example of Operational Accounting Job Description

Our company is growing rapidly and is hiring for an operational accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operational accounting

* Oversee assigned monthly, quarterly, and annual general ledger closing and reporting processes
* Assume primary responsibility for monthly underwriting system close and processes and serve as accounting to IT liaison for responsible IT systems
* Review journal entries and complex account reconciliations including identification and remediation of all issues in compliance with audit requirements
* Work with accounting management and the actuaries to ensure the accurate and timely recording of loss reserve data into ledger and the analysis of loss ratio results
* Present financial results to management and senior leadership
* Assist with the compilation and/or review of insurance company financial statements and ensure compliance with statutory guidance and regulatory deadlines
* Organize team projects, schedules, and resources working with management
* Manage and monitor the Canadian operational accounting unit’s workflow to ensure overall accuracy and timeliness of transactions
* Prepare the monthly journal entries for Canadian Real Estate Regional Offices and notify Regional Offices that they have been accurately posted
* Review and post the Canadian accounts payable and Job costing transactions

## Qualifications for operational accounting

* Ability to clearly articulate and document business requirements & processes
* Bachelor’s degree in Accounting of Finance preferred
* Bachelor’s Degree in a related area, Associate’s Degree in Accounting, Finance or Business Administration, or equivalent work experience
* Experience with accounting standards
* Associates degree in a business or accounting related field preferred
* 5 to 10+ years of work experience (10+ for Lead) in the field of accounting and / or accounting systems