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# Example of Operational Accounting Job Description

Our growing company is looking to fill the role of operational accounting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operational accounting

* Review and record inter-company transactions and prepare monthly invoices
* Respond to audit requests for support documentation both in the corporate and business unit offices
* Prepare internal control documentation associated with aforementioned job responsibilities and support accounting department internal control testing
* Perform special projects as assigned by management, including process monitoring and close process improvement initiatives
* Respond to various requests for ad hoc financial information
* Collaborate with the internal stakeholders to obtain variance explanations on actual results compared to outlook
* With department leader, manage corporate initiatives such as system or business migrations or enhancements, new product offerings, company integrations impacting assigned processes
* Responsible for more complex accounting analysis, reports and projects
* Reviews journal entries and prepares account reconciliations including supporting documentation to ensure accurate reporting
* Assists in the interpretation, reporting and communication of financial information, and the preparation and communication of accounting information

## Qualifications for operational accounting

* Requires BA/BS degree with at least 2 years of relevant experience in technology, accounting, or audit-related functions, including direct relevant experience in data analysis
* Experience in loan accounting, loan operations, general lending, or lending systems is a plus
* Extensive knowledge of data analysis practices, principles, applications and analysis methods
* Basic understanding and appreciation of accounting principles (GAAP) and regulatory guidance
* Ability to work in a heavy, deadline-oriented environment
* Bachelor's degree in related studies required