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# Example of Operations Accountant Job Description

Our innovative and growing company is looking to fill the role of operations accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations accountant

* Analyze, establish, and maintain accounting records
* Recommend accounting and control systems
* Communicate with other program accounting staff as needed in order to complete aforementioned reports
* SAP Updates- Mass costing updates and raw material price updates
* Material Ledger Close- Complete the SAP Process for month end reporting and resolve any errors
* Perform comprehensive reviews and analyses of general ledger activity
* Review monthly cost statement and journal entries as required (accruals and prepayments, corrections )
* Review of tax distributions and tax returns for unit trust clients
* Review and some preparation of specific supplementary tax reporting
* Review of corporate actions and procedures from a tax reporting perspective

## Qualifications for operations accountant

* Minimum of 2+ years combined public and / or private experience
* ERP systems experience - experience with Workday Financials or other cloud based ERP systems is a plus
* Review and preparation of monthly and year-end financial and management reports for commercial and development properties
* Review of project cost analysis reports and monitoring cashflows of development projects
* Preparation and monitoring of forecasts and budgets
* Monitor and evaluate internal controls and improve efficiency/effectiveness of workflow processes