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# Example of Operations Accountant Job Description

Our innovative and growing company is hiring for an 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

* Capture of all portfolio investments’ underlying valuations, primarily from GP provided Capital Accounts, using sound judgement and interpretation
* Collation, testing and provision of Quarterly and Annual valuations for inclusion in Accounts, LP Meetings, and ad hoc investor circulars
* Daily monitoring and weekly reconciliation of Coller database to that of our third party administrators
* Maintenance of strong internal and external relationships
* Aiding in forecasting and monitoring cash requirements for the Coller Funds, ensuring sufficient liquidity to meet investment costs and expenses, whilst maximising returns to investors
* Input to and maintenance of a sophisticated document management system
* Ad hoc team and analytical tasks as and when appropriate
* Stock Reviewing – Running Aged Stock reports and provision evaluations
* Scrap Management – Review aged stock to produce scrap plans, processing scrap notes and provide a full audit trail
* Forecasting Stock Provisions - Total ageing provisions and net scrap values calculations to provide the FC with clear indications on financial impact for the month

## Qualifications for operations accountant

* 3-5+ years of hands-on property accounting experience
* Experience in MS Word, MS PowerPoint MS Excel
* Knowledge of MIP /Sage general ledger software
* The Supervisor/Specialist will utilize key business knowledge to make informed decisions thereby reducing the exposure to risk whilst adhering to the strict reporting deadlines
* Knowledge of VAT legislation
* Knowledge of European indirect tax would be an advantage