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# Example of Retail Accountant Job Description

Our growing company is looking for a retail 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 retail accountant

* Oversee the accounting of the company's retail stores
* Provide support for ad-hoc requests from senior management
* Understand, propose and independently establish internal control enhancements
* Maintain documentation for all work product, particularly month end closing work papers
* Peform analytical reviews and variance analysis for balance sheets and income statements
* Prepare detailed account reconcilations and accurate journal entries posted into the financial systems
* Determine accuracy of balances, figures, calculations, postings, , investigate and reconcile any differences
* Support in the preparation of budgets, monitor actual vs
* Analyze, reconcile and post journal entries assigned to accounts
* Assemble, analyze and prepare formal summaries of activity in specific financial accounts

## Qualifications for retail accountant

* Review and prepare general ledger in accordance to JGAAP/USGAAP standards
* Perform balance sheet and income statements
* Input data to company ERP software
* 3-5 years work experience as an accountant
* Experience working with JGAAP and USGAAP
* At least 3 years experience in a similar accounting role, within a multinational company strongly preferred