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# Example of Senior Accountant / Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior accountant / analyst. 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 senior accountant / analyst

* Technical accounting research and financial reporting
* Assist with quarterly reviews
* Additional special projects
* Perform Dart vs Janus rec and FX Positon rec
* Prepare and update expense budgets annually
* Budget, forecast and calculate direct labor, overhead, variable and fixed overheads by department and service department allocations
* Coordination of process, review, advice and report on Capital Expenditure Budgets
* Set direct labor standards and provide analysis
* Prepare monthly reports of overhead and labor absorption and purchase price variances
* Maintain product costs into LX by product and cost centers

## Qualifications for senior accountant / analyst

* 2-5 years of experience, public accounting preferred
* Additional concentration in Management Information Systems a plus
* Database management knowledge a plus
* Candidate must be detail oriented with excellent organization skills, a self-starter and a team player possessing both verbal and written communication skills and an ability to multi-task
* Business based degree with professional accounting qualification (qualification preferred but not required)
* Desirable attributes include consistent ability to set and accomplish goals, strong work ethic