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# Example of Senior Accountant / Analyst Job Description

Our growing company is looking to fill the role of senior accountant / analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior accountant / analyst

* Create and maintain Oracle allocations, and recurring journals in order to drive seamless processes of standard activities during month end close
* Extensive interaction and support to various SBU financial groups, as it relates to expense processes and recording of financial data
* Record, review and reconcile various Corporate entities for Statutory and Tax purposes
* Ensure accurate and timely financial results with the ability to drive process improvement in the monthly close and expense related functional and user processes
* Lead projects and initiatives with finance, cross-functional partners and SBU’s to standardize processing of company expenses
* Prepare monthly account reconciliations with supporting sub-ledger detail and account analysis
* Monitor and implement Sarbanes-Oxley processes in accordance with internal requirements
* Performs complex tasks providing general or specialized analyses in various accounting functions such as Accounts Receivable, Accounts Payable, Cost and Accounting
* Prepares specialized reports and analyses
* Makes daily decisions concerning the accounting treatment of financial transactions and recommends solutions to complex accounting problems

## Qualifications for senior accountant / analyst

* Quarterly FAS166/167 analysis and related controls
* Analyze impact of accounting changes and lead operational implementation (CECL)
* Enhance/maintain documentation of key controls for SOX and DCP
* Drive process improvement initiatives to streamline reporting and reconciliations
* Balance Sheet and P&L reporting and reconciliations
* Bachelor of Science degree in Accounting or Finance is required