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# Example of Senior Accountant Job Description

Our innovative and growing company is looking for a senior 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 senior accountant

* Reviewing shareholder and capital account record keeping
* Providing investor performance information and capital account balance statements
* Preparation and processing of capital calls and distributions
* Coordinating and overseeing subscriptions and redemptions
* Coordinating year-end and interim audits performed by independent auditors, including preparation of annual financial statements and tax returns
* Tracking and collection of management and performance fees
* Quality control and testing of fund estimates and performance reporting
* Maintaining working relationship with Administrators, transfer agents, and custodians, working with the firms' partners, analysts, portfolio managers, and others within the organization
* Working in close partnership with Controller and CFO to support infrastructure
* Technical accounting matters associated with our benefit plans including pension, post-retirement healthcare, active health and other benefit plans

## Qualifications for senior accountant

* 3-5 years of public accounting or public/private accounting experience
* Applied knowledge of other Microsoft Office applications
* Knowledge of all applicable regulations and policies, such as OSHA and HIPAA
* Experience reviewing and preparing financial statements
* Solid understanding of accounting expense vs
* Maintaining the workpapers and preparing the financial statements for our domestic qualified benefit plan programs