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# Example of Senior Accountant Job Description

Our growing company is hiring 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

* Streamline the monthly closing process by identifying weaknesses in process and develop and implement process and/or system improvements, and increased utilization of SAP features including BPC reporting
* Work on a variety of projects
* Prepare and provide information to various departments upon request
* Prepare and provide information to various Divisions upon request
* Participate in Monthly, Quarterly and Annual closes
* Preparing schedules, wire transfers and financial statements
* Ad-hoc special projects and reports
* Assist with Financial reporting of company for US and Canadian reporting purposes
* Participate in the month end close process, close the books for the month, analyze results, and ensure accuracy
* Review SoD binders for assigned accounts

## Qualifications for senior accountant

* 3+ years of Public Accounting experience with a mix of Audit and Tax duties
* Experience with Audit (Financial and Operational)
* 2+ years of private or a combination of public and private accounting experience
* G/L and month-end close experience
* Approve attestation sign off in Pega
* Prepare and analyze various intergroup accounts