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# Example of Senior Accounting / Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior accounting / analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior accounting / analyst

* Provide finance support and serve as point of contact to assigned business units
* Assist Procurement Department with reconciling inventory and analyze variances/trends
* Prepare balance sheet account reconciliations on a monthly, quarterly and annual basis
* Provide support to internal and external customer including operations, management, executives, bank partners and vendors when necessary
* Preparation, interpretation and analysis of financial statements for internal and external reporting
* Key role in the month-end closing process including preparation of elimination and closing entries
* Prepare and reconcile intercompany cost transfers and associated billings
* Assist in project budgeting and analysis of progress reports to ensure completion and accuracy of all information
* Responsible for accounting for fixed assets in accordance with the company’s procedure
* Preparation and submittal of applications to various authorities for the annual construction prequalification process

## Qualifications for senior accounting / analyst

* A proactive and evidence-based attitude to quality – possessing the drive to prove theories, conclusions and accounting accuracy through the gathering of evidence and review of important details
* High performance standards and commitment to timely, accurate and complete deliverables
* 3+ years of experience utilizing Excel at intermediate level
* CPA a plus (with Big 4 experience)
* Able to meet deadlines, prioritize tasks and cope with shifting demands
* At least three to four years of experience with a large public accounting firm and or at least 5-6 years of accounting experience with a large, publicly traded organization