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# Example of Senior Accounting Assistant Job Description

Our company is growing rapidly and is hiring for a senior accounting assistant. 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 accounting assistant

* Prepare various reports to assist effective decision making by the resort’s various lines of business
* Cash vault duties including making change orders, preparing deposits, and accurately handling large cash transactions
* Other revenue accounting duties as assigned
* Manage the consolidation and analysis of monthly results
* Prepare and distribute accurate and timely financial reports to managers and company executives
* Review monthly results and troubleshoot report / system errors
* Conduct month end reconciliations
* Review of monthly activity and preparation of reclassification journal entries
* Contribute to the timely completion of the monthly close process
* Assist with providing support to auditors

## Qualifications for senior accounting assistant

* Provide periodic and ad-hoc financial information to the Executive Management team and Global Business Finance analysts
* 2+ years of previous Nonprofit Audit and/or Accounting experience
* Previous experience with Corporate Accounting, Financial Statement Preparation, General Ledger, and Month-end Close
* Reconciles monthly accounts and researches/resolves discrepancies
* Assists in the completion of yearly budgets and monthly budgets/forecasts for Creative Services department
* Verifies mathematical accuracy of accounting documents and reports