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# Example of Senior Accounting Assistant Job Description

Our company is growing rapidly and is looking to fill the role of senior accounting assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior accounting assistant

* Distributes department PCards, bi-weekly paychecks, gift cards, service permits and golf cart keys to department staff and/or students
* Sorts and distributes Residence Life’s daily mail and forwards general or improperly addressed mail, as appropriate
* Records meeting minutes for FAB staff meetings, types and distributes minutes to FAB team and files in FAB folder for staff to use
* Drafts written correspondence in response to general, routine inquiries or to request information
* At the end of every fiscal year, packs and prepares all past fiscal year documentation and sends it to archiving
* Updates front desk binders of duties and responsibilities with any new information or change
* Keeps count of all documents received at the front desk for FAB services
* Assists staff with special projects as directed and performs other duties as assigned
* Reviews and reconciles various clearing accounts to ensure appropriate balances
* Prepares worksheets and analyze accounts

## Qualifications for senior accounting assistant

* IFRS or US GAAP experience preferred
* Knowledge of IFRS and US GAAP reporting with 5 years of financial reporting and analysis experience in a medium to large organization
* Basic Corporate Banking product knowledge
* Ability to obtain and maintain a thorough understanding of the financial reporting and general ledger structure
* Experience with Essbase and Business Objects (BOxi) is desirable
* Knowledge of business desktop applications (MS Outlook, Word, and PowerPoint)