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# Example of Senior Accounting Specialist Job Description

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

## Responsibilities for senior accounting specialist

* Transition of the process from the Client (business trip to Client’s office, taking over the procedures, creating procedures)
* Communicates and builds relationships with both higher level internal and external customers by researching information and using available tools and resources
* Oversee key accounts as assigned
* Ensure accuracy of various cash, inventory and liability accounts through the performance of account reconciliations, including the necessary research, analysis, and resolution of reconciling items
* Take ownership of personal development through active participation in desk and competency reviews, completion of an independent development plan
* Pull and analyze inventory reporting used to complete specific account reconciliations and other inventory related tasks
* Ensure consistency and transparency of fully-allocated results with key stakeholders including Medical team leaders, Medicare Leadership and CMG Exec Team
* Support development of expense savings solutions and strategies including but not limited to organizational alignment initiatives, real estate initiatives, and business process improvement initiatives
* Support ownership of operating plan, projection, and senior management business goals
* Design and implement improvements to budgeting and forecasting processes resulting in improved timeliness, transparency, and/or management decision making

## Qualifications for senior accounting specialist

* Experience using an ERP or Point of Sale (POS) system
* Experience with Microsoft Office – skilled in Power Point
* 1+ year of Financial service industry experience
* Master or postgraduate studies in Commerce (CA/ICWA) a strong plus
* Proficient in business English, intermediate (B2) Italian skills required (advanced a strong plus)
* Completed degree in accounting/financial management or commerce