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# Example of Senior Accounting Specialist Job Description

Our innovative and growing company is looking for a senior accounting specialist. 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 specialist

* Prepare and distribute monthly performance reports to internal departments
* Assist in preparing annual corporate department budgets
* Assist in preparation of monthly estimate deliverables, working proactively with departments to ensure completeness and accuracy of estimate
* Assist in tracking and analyzing key corporate spending
* Provide daily operational support to corporate departments
* Assist in analyzing vendor spend to ensure compliance with contract terms and MHF budgets
* Assist in managing third party contracts, purchase orders, and timely invoice processing
* May analyze open encumbrances that are no longer valid and recommend appropriate modifications to ensure smooth processing of financial transactions
* Carry out and document audit plans
* Present audit findings to management and review findings with appropriate associates

## Qualifications for senior accounting specialist

* Ability to concisely communicate and work in a team that supports multiple subsidiaries and geographic regions across the globe
* Thorough understanding of IFRS (U.S. GAAP revenue recognition experience is preferred
* University degree preferably accounting and/or auditing
* CPA, “Wirtschaftsprüfer” or similar qualification would be a plus
* Successful PHD studies in the area of accounting/auditing would be a plus
* Experience in software revenue recognition is preferred