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# Example of Senior Accounting Specialist Job Description

Our growing company is searching for experienced candidates for the position of senior accounting specialist. 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 specialist

* Review general ledger entries for accuracy and timeliness
* Perform monthly balance sheet account reconciliations and follow up with associates on resolution of open items
* Perform monitors (side by sides) with associates as needed
* Provide backup for the travel card application process, including limit increase/decrease and replacement cards
* Prepare accounts reconciliations
* Prepare annual statutory financial statements
* Develop and maintain working familiarity with applicable laws, regulations and interpretations governing financial statements and disclosures
* Ensure accuracy, timeliness and completeness of all tasks
* Perform month end insurance reconciliations
* Perform monthly bank account reconciliations

## Qualifications for senior accounting specialist

* Ability to display excellent judgment, tact, and discretion
* BA or BS degree in Accounting, Business, or Finance
* CPA License or CGFM Certification
* 3+ years of Accounting and Finance presales specialist (or equivalent customer facing) experience
* Financial Reporting, Budgeting and Consolidations experience a plus
* Bachelor’s Degree or Miltary experience