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# Example of Senior Admin Job Description

Our company is hiring for a senior admin. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior admin

* Completion of Periodic Regulatory reviews (QA, Fund Audit, ISAE)
* Preparation of internal/external reporting requirements (Regulatory Reporting)
* Finding and researching any discrepancies
* Journal Entries in several categories- estimator allocations, legal bills, code seal, insurance charges, including intra show jv’s
* Adhoc reporting and analysis as requested
* Control the distribution of blank check stock for 7 bank accounts to various productions as needed
* Monitor the Diversity Director program in conjunction with VP Diversity Director
* Adhere to investor services procedures and policies in line with regulations globally and DB policy
* Review and analyze conversion data relating to IP attributes, rights, release windows, restrictions and comments in CRM/IPM/COSMOS
* Assist Sales Account Managers to compile, ship, and confirm customer receipt of contractual close out documents (owners’ manuals, wiring diagrams, final lien waivers)

## Qualifications for senior admin

* Minimum three years general accounting and budgeting experience required
* Well rounded accounting and analysis experience a must
* Experience with PSL ,Vista and SAP preferred
* Must be able to work quickly and accurately in a fast paced environment
* Must pay close attention to detail and stay organized
* Must be able to communicate effectively and tactfully with all levels of management