Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-analyst-accounting>

# Example of Senior Analyst, Accounting Job Description

Our company is growing rapidly and is looking for a senior analyst, accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior analyst, accounting

* Perform monthly reconciliation of transactions and asset listing between the general ledger and investment accounting system for assigned accounts
* Assist external auditors with audit requests and footnote preparation
* Preparation of bank and general account reconciliations
* Perform Monthly G/L Close - Journal Entries
* Manage all G/ L Account Reconciliations
* Monitor international locations for compliance with internal accounting policies & procedures
* Preparation of monthly, bi-annual, and annual financial statements and management reporting
* Year-End External and Internal Audit requirements
* Support the monthly forecasting and annual budgeting processes
* Work with business units to assess inventory charges and monitor budget to actual inventory variances

## Qualifications for senior analyst, accounting

* Big Four or mid-tier public accounting experience
* Bachelor Degree in Accounting or related area
* Proficiency with Microsoft Office applications, reporting systems, and capacity to learn new systems
* Excellent interpersonal communication and relationship building skills to effectively work with a variety of people and personalities
* Ability to identify, evaluate and problem solve
* Exhibits initiative, responsibility, flexibility, and commitment to confidentiality