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# Example of Senior Financial Accounting Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior financial accounting analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior financial accounting analyst

* Prepare/Analyze production accruals
* Reconcile NE&O labor allocations to detail payroll reports for proper coding and comparison to budgets
* Review coding of invoices in Accounts Payable system
* Review petty cash reconciliations
* Assist in coding and payment processing, including vendor on boarding
* Submit new subledger code request forms to Accounting and disseminate coding information to Production personnel as needed
* Performance of daily controls, follow up and resolution of anomalies with appropriate departments
* In the framework of daily controls, perform a first review of daily Balance sheet variances
* Ensure timely escalation of anomalies to the management
* Participation to the follow-up of the transitory accounts

## Qualifications for senior financial accounting analyst

* Domestic & international travel may be required as needed
* Bachelor’s degree in Accounting or Finance and a minimum four to five years relevant work experience in Accounting or Finance required
* Must be proficient in Windows, Excel, Word, PowerPoint and Access
* Must be able to work collaboratively within the department, across the function and with external stakeholders
* International travel required as needed
* BBA in Accounting or other business/analytical major (CPA strongly preferred)