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# Example of Senior GL Accountant Job Description

Our innovative and growing company is looking to fill the role of senior GL accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior GL accountant

* Prepare monthly SOX binder
* Record fixed assets
* Work proactively and cooperatively with other team members
* Maintains general ledger by transferring subaccounts
* Summarizes financial status by collecting information
* Produces payroll by initiating computer processing
* Month end close and General Ledger management/reconciliation
* Fixed & intangible assets, setting up depreciation & amortization schedules
* Management of cash application & related bank reconciliations
* Inventory analysis & account reconciliation

## Qualifications for senior GL accountant

* Excellent communication and interpersonal skills are needed
* The successful candidate will at times be the first person people encounter when contacting the Global Business Services Group
* Review & maintenance of information in the ERP
* Strong knowledge of General Ledger & reconciling GL to sub-ledgers
* Manufacturing or Inventory experience strongly preferred
* Previous experience & familiarity with major ERP platforms