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# Example of Senior Office Job Description

Our company is hiring for a senior office. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior office

* Assists with summer conference group billing
* Participates in residence hall Move-In activities in August
* Control , follow up , analyze and reporting over all Fixed Assets related activities starting from the contribution in budget preparation, assets creation, depreciation cost plausibility analysis, disposals , retirements and transfers
* Review, Follow up & monitoring Assets under constructions & Capitalization process on monthly basis
* Track the compilation of project costs into fixed asset accounts with proper acquisition classification, and close out those accounts once the related projects have been completed
* Preparation of FA schedule movement report in both Local-GAAP & IFRS as of certain reporting dates for statutory audit/tax inspection purposes and conduct periodic reviews of the fixed asset schedule to determine dispositions
* Participate in month end closing Procedures including coordination with Shared services in India & Singapore with Lead Country controlling team
* Control/Conduct quarterly physical count process
* Responsible on follow up and consolidate on Inter-company Business invoices between divisions on a monthly basis
* Reviewing and booking month-end adjustment entries

## Qualifications for senior office

* Strong commercial acumen, A business focused way of thinking and a strong hands-on, results-driven mentality
* University degree required ideally in business management or in a technical or analytical discipline
* MBA from a top global business school
* Relevant commercial category experience a plus
* Advanced Excel skills is a plus, SQL even better
* Electronic billing experience preferred