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

# Example of Senior Staff Job Description

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

## Responsibilities for senior staff

* Perform daily, weekly and monthly accounting functions
* Create monthly analytical commentaries detailing financial results and business metrics
* Maintain mappings for automated entries for data feeds from internal systems and electronic external bank information
* Complete ad-hoc reporting and analysis
* Preparing the daily SEC 15C3-1 regulatory capital calculation for the minimum net capital requirements for broker-dealers
* Preparing the weekly and monthly SEC15C3-3 regulatory reporting to monitor the manner in which broker-dealers handle customer accounts
* Reconciling, reviewing and recording daily operation activities from clearing accounts
* Generating and distributing Daily Revenue Report which includes forecast or budget and extrapolated actual revenues
* Assisting in the preparation of forecast and budget
* Assisting in other ad hoc management reporting tasks as needed

## Qualifications for senior staff

* Experience with RESTful APIs is required
* Must be proficient in Microsoft Office, especially Microsoft Excel (Advanced)
* Strong understanding within GAAP
* CPA desirable but nor required
* Knowledge of GAAP in accounting processes, procedures and controls
* 3-5 years of experience with General ledger and general accounting