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# Example of Senior Staff Job Description

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

## Responsibilities for senior staff

* Division reporting including weekly Pulse, weekly Lookahead, and other Ad Hoc requests
* Coordinate audit requests with internal and external audit groups
* Certain balance sheet account reconciliations
* Prepare monthly revenue recognition and shipment cutoff reconciliations
* Assist with Intercompany confirmations
* Supervision of Jr
* Instruct and supervise staff operations training for peacekeeping personnel at the company, battalion and brigade level to prepare them for deployment to African Union (AU), United Nations (UN) or Regional Peacekeeping Missions
* Train commanders and staff in Peace Support Operations (PSO) operations and procedural skills
* Develop POIs, lesson plans, and training support packages for collective training programs
* Ensure all training scenarios are based on the most current mission information

## Qualifications for senior staff

* Provide technical advices and support to other BE sites, Wuxi, Batam
* At least 2 years' experience in a high volume accounting department
* Ability to interact effectively with people at all organizational levels of the firm build and maintain strong relationships with client personnel
* Someone pursuing CPA License (must have 1-2 parts of exam passed
* Needs at least 1 1/2 years experience at CPA firm
* Needs strong GL & Bookkeeping, plus Tax/Audit experience