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# Example of Specialist, Accounting Job Description

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

## Responsibilities for specialist, accounting

* Financial Accounting Operations
* Assist in reconciling accounts and evaluating the accuracy and effectiveness of the accounting system
* Provide processing, analyzing, and summarizing transactions and related data, and properly classifying accounting transactions
* Reconciling cash accounts, preparing supporting schedules and documentation, and ensuring that proper entries are made into the accounting system to facilitate the preparation of the
* Prepare monthly journal entries related to prepaid items
* Perform random post audits on expense reports processed through online travel system
* Utilize various on-line screens and documents to perform duties
* Audit AAF, spiff, bundle, trailing credits claims
* Serve as a resource person specifically to the MBA Program, Study Abroad, Career Service, , to the College
* Prepares or verifies and encodes purchase requisitions, internal billings, Pcard transactions, disbursement vouchers, funds transfers, distributions of income, and expense

## Qualifications for specialist, accounting

* Knowledge of Accounts Receivable and General Ledger system and process
* Must have excellent communication skills and strong analytical skills
* Proficient use of applicable technology (Microsoft Word and Excel)
* Must possess the ability to understand new concepts quickly
* Ability to gather information by reviewing fiscal systems and documents
* Ability to deal tactfully with others and work independently