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# Example of Specialist, Accounting Job Description

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

## Responsibilities for specialist, accounting

* Provide long term construction project accounting support for the Comprehensive Service Solution Center division (CSS)
* Maintains all vendor records
* Additional responsibilities may include researching and resolving outstanding (uncashed) checks
* Ensure corporate centres process transactions in a timely manner
* Ensure other departments submit adjustments in a timely manner
* Report results to Corporate
* Complete the account reconciliations
* Identify and execute action items to resolve reconciliation variances
* Reporting qualifying risk items
* Create shipments to apply on contracts

## Qualifications for specialist, accounting

* Ability to assemble items of information in accordance with established fiscal policies and procedures
* Understanding of Excel, Word, Access and general ledger software applications
* Be familiar with operational areas within a bank
* Taking initiative to learn various systems to convert to the T-Recs reconciliation software and being a lead resource for the system
* Ability to complete and enter routine journal entries
* Exposure to payroll software programs