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# Example of Specialist, Accounting Job Description

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

## Responsibilities for specialist, accounting

* Ensure compliance to and maintenance of internal controls in accordance with local tax and accounting legislation
* Minimum 1 year of accounting / tax or audit experience within multinational organization
* Experience with reporting of US GAAP
* Accounts Payable (invoice entry & coding, vendor research/reconciliation, issue payments, expense allocation, approvals)
* Purchasing & Asset Tracking (purchase requisition and orders, vendor maintenance, record keeping, asset administration)
* Accounts Receivable (document verification, dispute reconciliation, upfront fee check & credit card processing)
* Assist in monthly close activities
* Performs Department Time Administrator (DTA) responsibilities to ensure accurate time recording for payroll using TAS and approves hours worked in PeopleSoft
* Process and/or approves travel request in Concur
* Purchases office supplies and computer equipment through Sunrise

## Qualifications for specialist, accounting

* Must possess knowledge of loan core processing systems and optical storage systems
* Manage work stream of client accounts payable processing, including obtaining appropriate approvals for processing
* Accurately enter client accounts payable invoices into the system
* Scanning and filing of all accounts payable invoices and payments
* Other accounts payable duties as needed
* HS Diploma, some college/tech training is preferred