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# Example of Staff / Senior Accountant Job Description

Our company is looking to fill the role of staff / senior accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for staff / senior accountant

* Providing ad hoc analysis to management as necessary
* Month and year-end closing process
* Compiles and analyzes financial information to prepare journal entries and document business transactions
* Ensure all deadlines are met including regulatory and internal reporting
* Manage the Company’s Project Accounting process and the associated accounting functions
* Manage the month-end accounting close process, including journal entry preparation and general ledger/trial balance reconciliation
* Maintain various accounting schedules, including Fixed Assets and their associated depreciation schedules, prepaid expense schedules, and accrued expense schedules
* Assist the Controller in the preparation of the monthly financial reporting package
* Track spending for various cost centers, including T & E, UK VAT and custom project spend
* Perform budget v

## Qualifications for staff / senior accountant

* Driven to meet deadlines while not sacrificing quality
* Five plus years of experience in Accounting and/or Inventory Control within a wholesale environment or equivalent education
* Minimum of 3 years of experience, including at least 2 years of public accounting (Required)
* Attention to detail, organized, ability to follow directions
* Be a part of a major organization poised for growth, which has a track record of success and whose brand in the market is outstanding
* Minimum of 3 years of full cycle accounting