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# Example of Staff / Senior Accountant Job Description

Our company is hiring for a staff / senior accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff / senior accountant

* Assist with the preparation of monthly financial statements and financial reporting package to senior management
* Review monthly bank reconciliations
* Maintain and oversee the fixed asset area consisting of 2 clerks
* Compile and analyze financial information of assigned general ledger accounts
* Reconcile and maintain all assigned sub systems to the general ledger
* Assist in preparation of internal and external periodic financial analyses, reports and financial statement information
* Assist FP&A department in preparation and analysis of designated expense budgets, capital budgets, tactical and strategic plans
* Perform check printing responsibilities as needed
* Provide back-up assistance for selected tasks within the financial accounting team
* Completes month end close and full GL Cycle

## Qualifications for staff / senior accountant

* At least five or more years of accounting experience for a Senior level is required
* Job cost and construction industry experience is ideal, but not required
* Must be able to prioritize multiple projects and meet their deadlines
* Experience with ERP accounting systems, such as Oracle
* Minimum of 4 years of accounting work experience
* Self-starter with a successful record of working independently working closely with other team member