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# Example of Staff / Senior Job Description

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

## Responsibilities for staff / senior

* Prepare journal entries, reconcile accounts and analyze financial results as part of month end close duties
* Assist with satisfying annual, year-end and internal controls audit requirements, liaising with internal and external auditors
* Develop and implement accounting procedures by analyzing current procedures and recommending changes
* Own prepare by client (PBC) requests for financial and SOX audits, , other outside accounting requirements
* G/L maintenance including reconciliations
* Identification and implementation of new accounting procedures and controls
* Maintaining financial reporting accuracy
* Perform the weekly forecast of assigned center(s)
* Review, analyze and close the sub ledgers and general ledgers for the various legal entities on a monthly basis within the published closing timelines
* Prepare and analyze the reconciliations of various sub ledgers to the General Ledger on a monthly basis in conjunction with the Corporation Account Reconciliation Policy

## Qualifications for staff / senior

* Public Accounting experience (Large firm / Big 4)
* Advanced Financial Analysis skills (highly skilled with MS Excel Spreadsheets)
* Ability to work for any US employer without sponsorship
* Reliable transportation for daily commutes to local client offices
* Proficiency with Excel, Word and PPT
* High proficiency in QuickBooks, and Microsoft Excel is required