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# Example of Systems Accountant Job Description

Our innovative and growing company is hiring for a systems accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for systems accountant

* UTC Intercompany accounting for Otis Americas
* Conduct entity ACAs (Accounting & Controls Assessment) throughout Otis Americas
* Complete Quarterly representation letter
* Complete Annual PWC Representation Letter
* Issue ticket management, including driving remediation with process owners
* Facilitate and communicate change in controls as necessary
* Ensure adherence with UTC/BIS/Otis Policies and Procedures
* Interface with regional headquarters and field offices, Supply Chain Logistics, Service Center, FP&A, Treasury Services, Shared Business Services, WHQ Finance, UTC Tax and PwC
* Controls, including participation in ACA reviews and management of SOXA issues
* Assist with management of monthly financial close process, ensure timely and accurate reporting, including review and approval of journal entries

## Qualifications for systems accountant

* Manage Acquisitions for all accounting related aspects and support the integration process
* Manage Restructuring for all accounting related aspects
* Oversee Inter-company accounting (partly outsourced to third party vendor
* Perform balance sheet analysis for NAA
* Statistical reporting, including headcount and market units
* Prepare various Quarter and Year end deliverables for WHQ such as Acquisition performance, Restructuring updates, Annual Intangible Assets impairment review, various tax report information and information for the UTC 10-Q and 10-K (e-collect)Participate in preparation of quarterly, semi-annual and annual reporting deliverables