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# Example of Systems Accountant Job Description

Our growing company is searching for experienced candidates for the position of systems accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for systems accountant

* Perform wire requests/entry in relationship bank websites
* Review project set-up request and coordinate setting up projects in accounting system
* Prepare journal entries throughout the month
* Assist with maintaining reconciliations for balance sheet accounts and maintaining efficient accounting processes
* Create and maintain financial reports for management
* Complete monthly closing tasks and additional supplemental reporting preparation
* Assist with various special projects to create efficiencies and establish/ maintain controls over significant business processes
* Serve as primary contact for financial system related issues
* Work extensively with TM1 budgeting and consolidation system
* Assist in the design and maintenance of new financial reports

## Qualifications for systems accountant

* End to end knowledge of the Journal import and posting processes
* Experience in other PeopleSoft modules will be highly regarded
* Perform ad hoc report preparation using Access, SQL, TM1 and other tools
* Run and Issue monthly financial statements in TM1 system after overseeing controls and reconciling to Ledgers
* Monthly close and journal entry preparation
* Minimum 2 years of accounting work experience in a mid-size or large Company’s organization