



Example of Accountant Junior Job Description

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

Responsibilities for accountant junior

- Complete funds movements
- General ledger tasks
- Handle general office administration duties, including communicating with staff and suppliers over queries
- Handle weekly, monthly and annual bookkeeping and bank reconciliation duties
- Contribute to financial reporting
- Prepare and submit invoicing
- Learn and utilize in-house accounting programs
- Assist with processing of payroll
- Liaise with all levels of staff and in different geographical locations to complete assigned work
- Contact staff in the field by telephone and email to track down and/or verify information

Qualifications for accountant junior

- Apply cash receipts against open invoices
- Use PDF of a day's cash deposits as input source document
- Search for invoice(s) in the company's database from an input screen
- Record dates of invoices
- Oversee bank reconciliations
- Contribute to team effort by accomplishing company results as needed