Example of Accounting Advisor Job Description

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Our growing company is looking to fill the role of accounting advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for accounting advisor

- Generates and maintains data reports for oil and gas interests, commodity trading, budgeting and various other business activities and interests using numerous computer software programs
- Displays advanced knowledge of workflow through the department and has advanced understanding of other areas within the company
- Makes recommendations to assist the Company or department in making decisions regarding present, future, and potential costs
- Provides information to other employees and/or departments
- Prepares and/or reviews various account reconciliations/analysis, financial reports, forecasts and variance analysis
- Mentors and trains less experienced Accountants
- Prepare journal entries to record monthly transactions in a timely manner for the monthly general ledger (GL) and project accounting (PA) close processes of GPT entities
- Prepare monthly bank account and specific GL account reconciliations
- Reviewing and posting monthly recurring and non-recurring GL entries as needed, and completing preliminary trial balance review for GPTET entities
- Identifying opportunities for harmonization of accounting processes and GL transaction types

Qualifications for accounting advisor

- Sound understanding of international Financial accounting (IAS)

- Strong proficiency with Excel, proficiency with other Microsoft Office tools (Word, PowerPoint, Outlook)
- The ideal candidate for this position will have 7-10 years of experience in accounting
- Candidate may be qualified to support either the revenue/elimination activity required as part of these integration activities or the cost/intercompany activity required
- Experience with a global team is preferred