



## Example of Accounting / Financial Analyst Job Description

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Our innovative and growing company is looking for an accounting / financial analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for accounting / financial analyst

- Ongoing liaising with internal business partners to maintain understanding of contractual obligations, related business activity, and ongoing relationship management for partner products
- Planning and executing day-to-day general accounting activities and processes, which includes management of the Business Process Outsourcing provider (BPO) deliverables for the designated Business Unit/Territory
- Ongoing communication with external business partners in relation to respective products
- General ledger stewardship, review /approve financial statements and ensuring all business objectives are met
- Provide the highest level of customer service to the end user business unit and/or international finance executives who rely on the accuracy and timeliness of the information provided
- Develops relationships and provides support to the Regional Financial Analysis Manager, Regional Finance Directors, Finance Hub Vice President and staff at business units
- Performs the monthly financial close for the Global IT business unit inclusive of reconciliations, data maintenance and financial proofs
- Analyze and communicate significant variances to expected results (budget, forecasts and historical trends)
- Review and communicate financial results with Manager, AVP, and the FP&A

- Work with cross functional groups to drive process improvements and changes to current systems

### **Qualifications for accounting / financial analyst**

- Familiar with US GAAP/IFRS and SEC requirements
- Experience in a Big 4 public accounting firm is preferred
- Minimum of 3 - 5 years of work experience, preferably in a large global corporate accounting department
- MBA or CPA license is a plus
- Oracle GL/Project Accounting and Hyperion Enterprise/Essbase experience preferred
- Experience in consumer products or manufacturing/operations preferred