



# Example of Accounting Professional Job Description

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Our innovative and growing company is hiring for an accounting professional. 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 professional

- Act as the interface between Finance team and rest of Group, Tax and Legal teams, Group Cost
- Revenue recognition, inventories, fixed assets, provisions & accruals
- Analyzing of reconciliation sub-ledger / general ledger and reconciliation of accounts
- Delivering accounting financial data to HQ system ( closing / reporting activities)
- Governance / methodological support for transactional center in Prague and Ostrava and for customers in 23 countries
- Process invoices and owner billings
- Maintain site employee records, such as audits, exemptions, transfers, and resignations within the Company Standards
- Assist with Orientations, Training schedules and other Meeting as needed for Owners, Clients, and or Subcontractors
- Monitor and maintain office supplies inventory
- Enter hourly payroll time for approval weekly

## Qualifications for accounting professional

- Solid work history in compiled financial statement preparation, general ledger, and payroll compliance
- Previous experience working with multiple clients is critical

- College Degree is a plus but not a requirement
- Review quarterly customer and merchant business agreement incentive accruals and reconciliations utilizing audit techniques
- Prepare consolidated rebate and incentive reconciliation