Example of Finance Accountant Job Description

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

Responsibilities for finance accountant

- Resolve accounting discrepancies as appropriate
- Improve and maintain high quality, audit-ready work-papers to document ongoing activity within the business and support related accounting impact
- Demonstrate sharpened analytical skills and ability to work with large data sets to quickly vet the completeness, accuracy and reasonableness of data given ongoing operating and accounting activity
- Improve process narratives to demonstrate thorough knowledge of processes and related accounting, while illustrating sound control environment to auditors and management
- Provide management preliminary reports of bond financed facilities for use in decision making on future debt issuance
- Maintain/Update the Post Issuance Compliance database for space utilization and private business use activity limits
- Work with Plant Funds to assure detailed records are cataloged for bond-financed construction projects
- Work with Plant Funds on debt and construction projects that incorporate Post-Issuance information
- Preparation of quarterly Europe results packs
- Preparation of quarterly deliverables and tracking team tasks against the timetable issued by them

Qualifications for finance accountant

- Possess good inter-personal, leadership, communication skills good planning, resourceful and organization skills
- Skill in preparing detailed reconciliations, variance analyses, and financial statements
- Knowledge and experience in Microsoft Access query development and database management
- Ability to adapt and be flexible in a team and self-driven environment
- Comfortable reading complex contracts