



Example of Finance Admin Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a finance admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for finance admin

- Recommend benchmarks for measuring the financial and operating performance at both the program and organization level
- Work with Director and Project Manager to develop long-range business plans
- Assist in establishing short- and long-range program & organizational goals, objectives, policies, and operating procedures
- Manage financial audits and provide recommendations and implement procedural improvements
- Coordinate all third party contracting
- Accurately creation and modify vendor and customer master data files
- Leads and performs data cleansing through yearly review for vendor and customer master file
- Manages the deactivation process as needed
- Analyzes data errors and resolves root causes
- Identifying and escalate potential issues to Accounts Payable Manager

Qualifications for finance admin

- Have held a prior leadership role
- Extensive knowledge and experience in all facets of software development, IT operations, decision-making
- Strong judgment, management skills and a considerable aptitude in human

- Proven hands-on experience with Compliance applications - Sanction Screening (Fircosoft), AML Surveillance & Fraud (Actimize) and others
- Demonstrated experience with IT development, system design & integration and data analysis
- Experience in development, customization and implementation of Fircosoft Sanctions screening