



Example of Finance Professional Job Description

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Our growing company is looking for a finance 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 finance professional

- Operating process according to the SOX controls
- Developing appropriate procedures to improve efficiency with Continuous Improvement methodology
- You will have the opportunity to drive the accountability of actions related supplier control, credit cards for employees, and change/update requests
- You will also take action and follow follow-up on matters related to supplier setup
- You will perform accurate and timely processing of vendor invoices
- You will also ensure that vendors contracts received are in accordance with the agreed on calendar and company payments process to vendors
- You will control and coordinate internally and externally all activities related to legal registrations and updates
- You will control all corporate credit cards system BTA cards for the region
- Coordinate monthly financial reporting and variance driver analysis for D&A Core Property
- Communicate and establish relationships with segment and business unit finance team on a regular basis, supporting closer alignment on company priorities, timelines and revenue / EBITDA expectations

Qualifications for finance professional

- Exposure to stakeholder management

- Experience in the DME environment will be preferred
- 4-7 yrs experience in Record to Report domain
- Knowledge of Cash posting, Billing, and Credits balance will be added benefits
- Strong Leadership skills with improvement focus