



Example of Finance Specialist Job Description

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Our innovative and growing company is hiring for a finance specialist. 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 specialist

- Process Accounts Receivable, to include performing collections, depositing payments, tracking wires and handling member finance inquiries
- Administer annual operating budget and offer monthly reporting of YTD actuals against budget
- Verify and approve payments in bank subject to limit
- Download and share proof of payments with suppliers
- Answer to supplier queries while maintaining proper business relationships
- Pay approved staff claims in bank
- Printing and filing of AP month end reports
- Prepare and analyse accounting related data, prepare operational and statistical reports, divisional balance sheets and income statements, maintenance of fixed assets records and systems and reconciliation of bank accounts
- Ensure approved accounting and administrative controls are being adhered to at all times
- Assist in preparing the monthly financials ensuring the accuracy of the short-term forecast is improved

Qualifications for finance specialist

- Familiarity with GAAP, FAR and CAS
- Strong skills in MS Excel (Pivot tables, V-Lookups, IF functions,) and

- Bachelors or equivalent accounting degree with 1-2 years of business experience preferred, or equivalent experience
- Strong computer skills, plus basic knowledge of Excel
- Ability to work varied hours to complete projects and tasks according to deadlines
- Manage innovation project valuation process from start until closure