



Example of Finance Specialist Job Description

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Our innovative and growing company is looking to fill the role of 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

- Coordinate completion of the monthly P&L forecasts and standard metric reporting
- Perform audits on price with open orders and invoices, utilizing BI reporting tool
- Assists in developing charts or graphs based on financial analyzes
- Assists in developing reports by analyzing financial information to forecast or project contract implications
- Updates library of contract binders to mirror information in the contract database
- Focus of job is billing functions related to Lockbox clients in Delaware and related sites
- US hours support for 5-6 days during MEC
- Interpret customer funding contract terms to establish accurate accruals in the Sub ledger for a broad range of funding programs for National and Small Format Chanel
- Responsible for monthly sub ledger routines for all major customer teams, visibility to trade balance of fund
- Process accurate and timely trade deductions/payment, manual and system checks settlement of post audits and re-bills as required

Qualifications for finance specialist

- Knowledge of Hyperion Smartview, SAP and MS Excel macros/VB desired
- Attention to detail, accurate when working under pressure and to deadlines
- Willingness to study for UK accounting qualification, (study package available) where necessary
- Attention to detail, accurate when working under pressure and to deadlines
- Prepare , approve and reconcile TMPs and final invoices