



Example of Finance Job Description

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Our growing company is looking for a finance. 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

- Take an active role in strategic customer quotations
- Process, journalize, and mail invoices
- Process and journalize AR receipts
- Maintain billing system for on-going contracts
- Miscellaneous deposit entries
- Follow up with overdue customer accounts
- Reconciliations (Inventory, Sales sub-ledger, some I/C)
- Manage AR customer files and records
- Review reports and update receipts
- Research customer and departmental inquiries

Qualifications for finance

- Ability to multi task whilst maintaining a high level of accuracy
- Experience working in a Group Office or a busy finance department
- Exposure to taxation desirable but not essential
- Willingness to work extended hours as necessary
- Must be willing to work in Denver, CO and occasionally in Phoenix, AZ and Las Vegas, NV
- Comprehensive knowledge of all Microsoft Office applications, Excel, Access and PowerPoint