



Example of General Ledger Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of general ledger analyst. 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 general ledger analyst

- Interface with offshore provider for general accounting support activities
- Guide semi-complex accounting activities such as account reconciliations and preparation of journal entries
- Shares data maps with programmers, clients, and others as appropriate to ensure successful conversion
- Reviews conversion results (reports, balancing, data load, software changes) with client to refine and confirm requirements
- Obtains formal customer acceptance of results
- Reviews the conversion results (reports, balancing of systems, balancing system conversion to associated General Ledger accounts, errors) with the customer and obtains client sign-off
- Coordinates and directs the completion of post-conversion maintenance potentially including error resolution, system or data changes, and balancing adjustments
- Participate in defining the implementation plan details, including deployment, cutover and fall-back
- As part of the conversion process, tests customized software against customer specific needs sharing reports and application specific data with customers that reflect how conversion data will be processed
- Examines client processes, forms and reports, determines operational needs and documents what software will do and all related processes, forms,

Qualifications for general ledger analyst

- Experience in business analysis, writing functional specifications and testing applications
- Experience working with accounting of complex banking financial products and their accounting schemas
- Proficient in Microsoft office suite (data analysis in Excel, PowerPoint presentations)
- Experience in financial audit (Big 4) or similar position preferred
- The ability to work well as part of a team individually
- 2-4 years of relevant experience in General Ledger Accounting domain