Example of GL Accountant Job Description

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Our innovative and growing company is looking for a GL accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for GL accountant

- Responsible for the maintenance of documentation required by both internal and external auditors (SSC GL documentation only)
- Liaison with the internal and external auditors as needed during audits
- Responsible for the submission to corporate of all assigned entities via the HFM process
- To work towards the 100% attainment of all SSC GL related KPIs
- Review and verifies accuracy of account balances and classifications
- Provide support for adhoc activities like taxes, payroll analysis, AP & FA review
- Assist the Finance responsible of the entity
- Preparing corporate / headquarters reporting
- To seamlessly transfer new entities to the SSC environment as and when required
- Prepares and posts routine accruals

Qualifications for GL accountant

- Fluency in English and Japanese language (either native or JLPT2) is strongly desired
- Bachelor's Degree preferred or Associates Degree and combination of experience
- More than 3 years' experience with general ledger, reconciliations, financial analysis, and auditing experience

- Minimum 2-3 years of work experience with at least 1 year experience as GL accountant in multi-national companies
- Preferably with certifications