



# Example of Reporting Senior Accountant Job Description

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Our growing company is hiring for a reporting senior 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 reporting senior accountant

- Minimum of 4-7 years of experience, 2+ years of public (Big 4) experience
- Ensure that the clients' accounting records are maintained completely and timely while using the appropriate functionalities of the systems
- Review of standard/regular correspondence with client
- Provide on the job training, assistance, review and coordination of the activity of accountants and junior accountants for which he/she is responsible
- Prepare accounts in accordance with Romanian Accounting Standards, IAS
- Work independently in all financial matters related to allocated clients, co-operate with others according to the needs of the accounting department
- Ensure the proper management of cash and bank accounts
- Represent the Client for VAT Reimbursement Controls and Audit Controls
- Keep abreast with changes in tax, RAS and IAS legislation (including VAT, CIT, WHT, Intrastate, Custom Duties )
- Prepare and record monthly expense journal entries

## Qualifications for reporting senior accountant

- Extensive experience with ERP systems - experience with Workday Financials or other cloud based ERP is a plus
- Write clearly and accurately, and have the ability to perform analysis of financial information
- Excellent Excel skills (Pivot tables)

- Advanced understanding of report query and design using Access, Excel or other software products
- Working knowledge of accounting systems and applications including SAP, PeopleSoft, CPM/Essbase, Hyperion Financial Management, Webfocus and Blackline