



Example of Reporting Senior Accountant Job Description

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Our growing company is looking for a reporting senior accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for reporting senior accountant

- Maintaining communication with corporate and regional finance personnel to review data submitted for completeness and accuracy
- Focus on internal controls and balance sheet analysis
- Maintain and update General Ledger accounts as needed
- Help facilitate proper allocation of expenses
- Prepare monthly presentations to the client
- Assist in preparing 10Q and 10Ks
- Review XBRL information
- Play a key role in accounting policies and procedures improvement and implementation
- Work with external auditors and provide schedules and supporting documentation
- Assist with month-end close and general ledger

Qualifications for reporting senior accountant

- Employees/Candidates with a CPA certification, or who are in pursuit of a CPA certification
- Romanian language – mandatory
- Experience in local and international accounting
- Excellent computer knowledge (especially EXCEL) plus ability to work with special accounting softwares (SUN, SAP, ORACLE)

