



Example of Senior Accountant / Analyst Job Description

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Our company is searching for experienced candidates for the position of senior accountant / analyst. 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 senior accountant / analyst

- Assisting in the year-end audit
- Perform analysis and review of all commercial accounting work
- Verify and validate products sold and performance various analyses
- Validate system for proper billing and perform analysis
- Perform inventory analysis
- Develop flash reports and KPIs
- Verification of shipments through third party
- Work with internal commercial accounting group to perform analysis of inventory and in transit inventory and perform analysis
- Review data from commercial accounting, perform adjustments and analysis
- Complete Balance Sheet analysis

Qualifications for senior accountant / analyst

- Technical skills should include experience with large ERP systems
- Strong work ethic with ability to multi-task and manage multiple projects and responsibilities concurrently
- General Ledger Reconciliations – Responsible for preparing general ledger investment and income tax account reconciliations prepared by staff on a monthly basis
- Annual Audits – Prepares audit schedules for assigned areas

- Accounting Pronouncements and Technical Research – Performs research and analysis of various technical accounting related issues, such as revenue recognition, accounting for intangibles, and the impact of new or emerging accounting pronouncements, and produces logical, well-supported conclusions and recommendations, typically in writing