



Example of Senior Analyst, Accounting Job Description

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Our growing company is searching for experienced candidates for the position of senior analyst, accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior analyst, accounting

- Prepare monthly audit reports for SOX IT segregation of duties
- Manage/coordinate SOX/audit process for Alternative Investment Services Real Estate group
- Prepare monthly reports such as significant judgment and estimates, and sales tax files
- Prepare various quarterly and annual reports including the Standard Reporting Package and SEC Reporting Package
- Monthly financial closing of overhead profit centers
- Analyze and explain actual to projection variances for overheads
- Reconciliation of overhead balance sheet accounts
- Review of reconciliations for specific balance sheet accounts such as deferred income
- Ensuring proper contract compliance and set up newly opened profit centers in calculation billing
- Prepare quarterly and annual financial statements in compliance with corporate and country legislation and guidance

Qualifications for senior analyst, accounting

- Familiarity with U.S. Generally Accepted Accounting Principles
- At least three to four years of experience
- Preferably at least a year or two within public accounting

- Combination of Bachelor's Degree in Accounting, Finance, or related degree and minimum of 18 months experience
- Ability to analyze processes and drive improvements