



Example of Specialist, Accounting Job Description

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Our company is searching for experienced candidates for the position of specialist, accounting. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for specialist, accounting

- Provide long term construction project accounting support for the Comprehensive Service Solution Center division (CSS)
- Maintains all vendor records
- Additional responsibilities may include researching and resolving outstanding (uncashed) checks
- Ensure corporate centres process transactions in a timely manner
- Ensure other departments submit adjustments in a timely manner
- Report results to Corporate
- Complete the account reconciliations
- Identify and execute action items to resolve reconciliation variances
- Reporting qualifying risk items
- Create shipments to apply on contracts

Qualifications for specialist, accounting

- Ability to assemble items of information in accordance with established fiscal policies and procedures
- Understanding of Excel, Word, Access and general ledger software applications
- Be familiar with operational areas within a bank
- Taking initiative to learn various systems to convert to the T-Recs reconciliation software and being a lead resource for the system
- Ability to complete and enter routine journal entries

