Example of Staff Accounting Job Description

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Our company is hiring for a staff accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for staff accounting

- Review of accounts payable and accounts receivable
- Assist in the budget preparation process
- Assist in the year-end audit
- Provide various monthly management reports and schedules Assist with special projects and other duties as assigned
- Calculate monthly expense accruals and prepare journal entries, maintains and reconciles ledger accounts that are complex in nature
- Review and interpret expense contracts
- Provide monthly, quarterly and YTD variance analysis (reviews transactions, collects and evaluates data, conducts analysis, and prepares reports) for your respective accounts
- Work closely with key Finance and Business personnel
- Assist to respond to internal and external audit requests, and
- Assist with any ad hoc requests

Qualifications for staff accounting

- Experience working on Management Reporting and Budget Preparation
- Experience dealing with Foreign offices (particularly in the United Kingdom or Hong Kong) and foreign currency transactions
- Experience with Partnership Accounting and Income Tax basis of Accounting
- CPA/CPA tracking
- Knowledgeable in SAP, VAT,& Excise laws, either gained hands on or through exposure to working with groups

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