



Example of Travel Accountant Job Description

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

Responsibilities for travel accountant

- Coordinate reimbursement and reporting of all travel related expenses of Board members and consultants
- Serve as requestor to the ERP system for all contracted travel agencies, assuring proper coding
- Update travel policy as necessary in conjunction with operating and executive committees
- Provide third party international payroll provider with expense report details for inclusion in payroll
- Register arrived Travel and Expense Reports
- Review and prepare necessary compliance check
- Follow up on arrived expense reports
- Communicate and support travelers
- Correct and communicate out of policy items
- Follow up and send out reminder to traveler and manager of unassigned items in buffer and unassigned expense reports

Qualifications for travel accountant

- 0-3 years' experience in accounting or book keeping capacity
- Preparing timely and accurate financial analysis in area of Payroll, Travel and Compensation accrual accounting in accordance with US GAAP, IFRS, corporate accounting practices and Local Statutory & Tax requirements
- Performing maintenance of assigned general ledger accounts, balance sheet

- Bachelor's Degree in Accounting or Finance or equivalent work experience in lieu of degree
- 5+ years in heavy volume travel and expense reporting
- Knowledge of standard expense reporting policies, procedures and regulations