



Example of Travel Accountant Job Description

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Our company is hiring for a 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

- Drives process improvement by identifying and developing more efficient procedures within the Concur platform while maintaining a high level of accuracy
- Complete system testing and Concur integration testing for new audit rules/changes in configuration
- Archive Travel and Expense Reports where needed
- Support employees with travelers tools such as Corporate Card Program, Travel Policy and T&E application
- Solving of issues occurred while booking travels and expenses
- Initiate payments of T&E claims (not for the same companies that T&E accountant audits)
- Monitor T&E file transfers, solve issues (T&E Specialist)
- Monitor information flow and handle errors
- Handle GORDON orders (T&E Specialist)
- Prepares cost/revenue analysis, overhead analysis, , and related variance analysis

Qualifications for travel accountant

- Preferably finance and accounting degree
- Work experience on Accounts Payable/Travel&Expense field is a plus (preferably SSC)
- Communicative and problem solving personality

- Team Player and problem solving personality