



Example of Travel Accountant Job Description

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Our company is growing rapidly and is looking to fill the role of travel accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for travel accountant

- Knowledge of SAP/Concur will be an asset
- Maintain a working knowledge on the end-to-end process of Travel and Expense process in order to efficiently close items and properly address issues as they may arise
- Adherence, performance, and documentation of related Controls (if any) and ensure that these are being done with utmost quality at a prescribed timing
- Perform accrual accounting and other month-end activities (as necessary) ensuring data integrity
- Participate in further improvement and optimization of Travel and Expense processes, procedures in Finance and Accounting
- Handle higher level concerns, complex tasks such as detailed reporting, data presentation and analysis
- Classifying billable vs
- Detailed unbilled analysis
- Oversee the corporate travel card program for over 4,000+ associates based in the US, UK and Canada, oversee 5 central company cards for airfare charges
- Support the global expansion of the corporate travel card program by building partnerships with L Brands' offices in China, Hong Kong and India

Qualifications for travel accountant

- A Bachelor's Degree with a focus on Accounting
- Knowledge of accrual based accounting
- Ability to work in a collaborative manner in a team-based environment and able to interact with all levels of the organization
- Ability to use creative approaches to challenges