



Example of Travel Accountant Job Description

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Our growing company is hiring for a travel accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for travel accountant

- Review and analyze corporate travel card spend to ensure cardholders are in compliance with enterprise policies and identify any trends in expense activity or policy compliance
- Reconcile corporate travel card activity, post journal entries, and ensure all charges are accrued and recorded correctly for month-end close
- Build strong relationships with several team within L Brands
- Continually identify and implement improvements to the corporate travel card program and related processes
- Respond to phone and e-mail inquiries from associates regarding enterprise policies, corporate card questions, payment status and other issues in a timely and accurate manner
- Complete ad-hoc or periodic analysis and reporting projects to summarize various items such as expense activity, trending and/or policy compliance issues, and share with senior finance leaders and controllers across business units as applicable
- Proactively identify areas of opportunity, recommend solutions and implement improvements for achieving optimal efficiency and effectiveness in a controlled environment
- Partner with manager to maintain departmental metrics, service level agreements and benchmarking
- Work closely with the internal reimbursement audit team regarding administration of the total travel card program
- Review and approval of T&E reports per corporate accounting guidelines and local statutory requirements

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- Proactive, attentive to details and demonstrated sense of urgency in completing assignments
 - Ability to demonstrate flexibility and change in a dynamic environment
 - Ability to prioritize workloads and meet tight deadlines
 - Personal integrity, high level of respect for all individuals
 - Knowledge of or ability to learn Oracle Financials or other related financial software
 - BS Accountancy or a graduate of any business course