

# Senior Accountant Job Description template

## Senior Accountant Job Description Template/Brief

We are seeking a detail-oriented Senior Accountant to join our finance team. The Senior Accountant will oversee financial reporting and ensure compliance with accounting standards. This role involves managing general ledger activities and supporting audits. The ideal candidate should have strong accounting knowledge and excellent analytical skills.

## Senior Accountant Job Profile

A Senior Accountant will handle the organization's financial reporting, ensure accurate financial records, and maintain compliance with regulations. They will be responsible for preparing financial statements and supporting financial audits. This position requires strong attention to detail and a solid understanding of accounting principles.

## Reports To

The Senior Accountant reports to the Finance Manager or Controller.

## Senior Accountant Responsibilities

- Prepare and analyze financial statements in accordance with GAAP.
- Manage the general ledger and ensure complete and accurate record-keeping.
- Coordinate and support internal and external audits by providing necessary documentation.
- Reconcile bank statements and ensure timely and accurate closing of accounts.
- Monitor and analyze accounting data and produce financial reports or statements.
- Assist in budget preparation and financial forecasting.
- Ensure compliance with all financial regulations and standards.
- Work closely with other departments to support financial needs and queries.
- Identify process improvements to enhance financial reporting and analysis.
- Oversee accounts payable/receivable processing and payroll transactions.

## Senior Accountant Requirements & Skills

- Proven experience as a Senior Accountant or relevant role.
- Solid knowledge of accounting regulations and practices, especially GAAP.
- Hands-on experience with accounting software and ERP systems.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and ability to multitask.
- Bachelor's degree in Accounting, Finance, or related field.
- Professional certification (e.g., CPA or CMA) is a plus.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.