

Senior Accounting Assistant Job Description

Our growing company is looking for a senior accounting assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior accounting assistant

- May audit expense reports for conformity with internal policy
- Processes data through an automated accounting system to record items such as operating expenses/accounts payable, travel expenses and other miscellaneous journal entries
- Reviews transactions rejected by the accounting system
- Reconciles discrepancies in amounts charged to accounts including complex accounts (e.g., bank accounts) that contain specialized non-recurring transactions
- Compiles and distributes financial reports
- Maintains filing systems within department
- Make recommendations to the supervisor Chief of Unit/Section on appropriate follow-up procedures
- Audit various accounting transactions, , payroll, education grants, final payments, income tax returns, travel claims, , to ensure correctness of disbursement computations and adherence to relevant staff rules, financial regulations, ST/AI issuances or practices
- Prepare worksheets to analyse accounts
- Analyses complex and/or unusual accounting transactions and difficult claims for travel, tax, invoices, entitlements Makes recommendations to Chief of Unit/Section on appropriate follow-up procedures

Qualifications for senior accounting assistant

- Opens/ Sorts Mail Daily – Invoices, statements, defaults
- Reviews, analyses and reconciles monthly financial reports of the missions and makes sure that the missions submitted as per the check list and makes recommendation to Chief of Unit/Section on appropriate follow-up procedures..Analyses various Open Item (OIM) accounts to ensure that there are minimum or no pending/unreconciled items or balances
- Audits various accounting transactions, , payroll, education grants, final payments, income tax returns, travel claims, , to ensure correctness of disbursement computations and adherence to relevant staff rules, financial regulations, ST/AI issuances or practices
- Reviews completeness of reports and consolidates the accounts of overseas offices on a periodic basis
- Prepares worksheets and analyses accounts
- Reviews and processes quarterly payments for Troops and Contingent Owned Equipment (COE) in Umoja

Sample Testing For Senior Accounting Assistant

**United States. Department of the
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Prepare Operational Budgets Sharon Rumble, 2018-09-01 Prepare Operational Budgets is for students of the Certificate IV in Accounting and has been specifically developed to meet the requirements of the unit of competency Prepare Operational Budgets Content is presented in bite sized segments to allow learners to access individual parts at their own pace and detailed mapping to learning outcomes is provided throughout the text A complete tool for learning and assessment for both students and instructors the text includes an assessment tool as an appendix which has been developed and mapped to meet all essential requirements of assessment An end of chapter developing case study task provides students with practical tasks and activities that build on the concepts covered in previous chapters enabling a scaffolded approach to the application and holistic understanding of preparing operational budgets using a realistic case study business scenario

Career, Aptitude & Selection Tests Jim Barrett, 2006 Compiled by a psychometric testing specialist and bestselling author this book has three main aims careers guidance preparation and personal performance improvement The first edition sold over 50 000 copies worldwide **Special Regulations** United States. Department of the Army, 1954 *Development of Accounting and Auditing Systems in China* Xu-Dong Ji, 2017-10-05 This title was first published in 2001 In 1979 China opened the door to the West and implemented a series of economic reforms that led the accounting system to depart from the Soviet model This book investigates the development of Chinese accounting in a broad social economic and cultural environment and analyzes the environmental influences on the development of accounting in China Including the latest accounting systems which have to date received little scholarly attention this cutting edge analysis makes a worthy addition to a growing area of research **Implementing CRM** David Finnegan, Leslie P. Willcocks, 2007-05-07 The authors focus on the actuality of implementing CRM They uncover the micro political behavioural psychological and knowledge issues that are all too often neglected in CRM implementations Implementing CRM links CRM systems implementation with organizational change for the first time It looks into the factors that distinguish firms that are more capable of connecting with their customers and awarded with customer loyalty with firms that are not as successful Implementing CRM provides frameworks and ideas for how implementing CRM can be better handled Professional Careers Sourcebook Sara T. Bernstein, Kathleen M. Savage, 1995-09 Where to find help planning careers that require college or technical degrees **Human Resources Management** Patricia Buhler, 2002-07-01 Human resources management is critical to the success of any organization particularly in today s complex business environment More and more often managers and business owners in addition to HR personnel are charged with aspects of human resources management recruitment training and development job analysis corporate restructuring compensation and morale to name a few Lack of expertise can result in the loss of key staff diminished productivity and profitability or a lawsuit Streetwise Human Resources Management shows how to balance the needs of your employees with the objectives of your business Salary Administration American Management Association.

Office Executives' Division. Committee on Salary Standardization,1925 Office Management Series ,1924 **DipIFR Diploma in International Financial Reporting** BPP Learning Media,2016-07-01 BPP Learning Media s status as official ACCA Approved Learning Provider Content means our DipIFR Study Texts and Practice Revision Kits are reviewed by the ACCA examining team BPP Learning Media products provide you with the up to date material you need for exam success

An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines Philippines,1971 **Business Education Forum** ,1950 **Office Management Series** American Management Association,1924 **Career Aptitude and Selection Tests** Jim Barrett,2009-10-03 With the wide range of jobs currently on the market it is often difficult for job seekers to pinpoint exactly what they want to do Now in its third edition this no nonsense workbook points readers in the right direction With a range of IQ tests and searching questionnaires it helps job seekers work out what area of work they should be focusing on by identifying their interests and strengths and scientifically interpreting which jobs they are suited to Compiled by a psychometric testing specialist and bestselling author this book has three main aims careers guidance preparation and personal performance improvement It works on the principle that self knowledge enables readers to relate their own personal characteristics to career opportunities At the same time it provides an opportunity to prepare for the types of psychometric tests likely to be encountered while job seeking It also aims to improve performance by demonstrating how to apply aptitudes and personal qualities at work **Briefing by Civil Service Commission** United States. Congress. House. Committee on Post Office and Civil Service,1975 **Monthly Labor Review** ,1984 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews **The Classification of the Civil Service of Canada Setting Forth Classes of Positions and Rates of Compensation for Each Class** Civil Service Commission of Canada,1919 **The Practice of Human Resource Management in Canada** Bob Barnetson,Jason Foster,2024-10-29 This introductory human resource management HRM textbook provides students with an overview of the major domains of human resource management the how to with a focus on the practical application of the most recent HRM research and best practices Students will learn to understand anticipate and respond to how power profit and intersectionality shape the practice of HRM Moving beyond the typical procedure oriented textbook Barnetson and Foster provide thought provoking political analysis to better prepare students for the real world practice of human resource management **Questions and Answers for Rural Carrier and Clerical Positions** William J. Barse,1938 Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,1993

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