

# 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

**Xu-Dong Ji**



## **Sample Testing For Senior Accounting Assistant:**

**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 **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 **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 *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

**Questions and Answers for Rural Carrier and Clerical Positions** William J. Barse,1938 Monthly Labor Review ,1984 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews

Salary Administration American Management Association. Office Executives' Division. Committee on Salary Standardization,1925

**Office Management Series** ,1924 Professional Careers Sourcebook

Sara T. Bernstein,Kathleen M. Savage,1995-09 Where to find help planning careers that require college or technical degrees

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

*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

*Office Management Series* American Management Association,1924

**Briefing by Civil Service Commission** United States. Congress. House. Committee on Post Office and Civil Service,1975

*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

An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines Philippines,1971

Business Education Forum ,1950

**Resumes For Dummies** Laura DeCarlo,2015-07-14 Master the art of resume writing and boost your chances of getting hired With unemployment rates still running high getting an edge up on the competition in your field whatever it may be can be an intimidating and exhausting undertaking Luckily Resumes For Dummies is here to serve as your life raft as you navigate the murky waters of a modern day job search Inside you ll find expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams There s nothing easy and breezy about looking for a new job whether you currently have one or not But rather than succumbing to the panic that might convince you to hide under the covers Resumes For Dummies arms you with the confidence you need to write a resume that will have prospective employers knocking your at your door Includes tips on avoiding common resume writing mistakes Provides updates on the latest changes in the job market that you ll need to take into account when writing a resume Outlines how to approach a lay off in a professional light Covers how to confront privacy and reputation issues in online social job search Whether you re a recent graduate second timer looking for your next job prime timer who hasn t job

searched in decades or the unfortunate victim of a lay off Resumes For Dummies takes the fear out of putting your skills on paper and sets you on the path to getting your foot in the door and landing the job of your dreams     **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,1993

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