

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
Army**



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In a world consumed by displays and the ceaseless chatter of instantaneous conversation, the melodic elegance and mental symphony created by the prepared word frequently diminish into the background, eclipsed by the persistent sound and interruptions that permeate our lives. Nevertheless, set within the pages of **Sample Testing For Senior Accounting Assistant** a wonderful literary treasure overflowing with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, this captivating masterpiece conducts readers on a psychological trip, skillfully unraveling the concealed melodies and profound affect resonating within each cautiously crafted phrase. Within the depths of this poignant assessment, we will examine the book's main harmonies, analyze their enthralling publishing model, and submit ourselves to the profound resonance that echoes in the depths of readers' souls.

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