

# 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

**Civil Service Commission of Canada**



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