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

Jim Barrett

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 Special Regulations United States. Department of the Army, 1954 sold over 50 000 copies worldwide 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 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 Implementing CRM David Finnegan, Leslie P. Willcocks, 2007-05-07 The authors focus on to a growing area of research 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

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Office Management Series ,1924
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