Finance Administrator Job Description



FINANCE ADMINISTRATOR RESPONSIBILITIES INCLUDE:

- Creating and updating spreadsheets of daily transactions
- Managing accounts receivable and payable
- Reviewing and processing reimbursements

JOB BRIEF

We are looking for a Finance Administrator to organize our company's day-to-day accounting procedures.

Finance Administrator responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports and processing reimbursements. If you have a background in Finance and knowledge of bookkeeping activities, we'd like to meet you.

Ultimately, you will help us manage and allocate our resources effectively.

RESPONSIBILITIES

- Create and update spreadsheets of daily transactions
- Manage accounts receivable and payable
- Review and process reimbursements
- Prepare budgets
- Maintain reports on financial metrics, including investments, return on assets and growth rates
- Keep records of invoices and tax payments
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)

REQUIREMENTS

- Proven work experience as a Finance Administrator, Finance Assistant or similar role
- Hands-on experience with accounting software, like QuickBooks
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using

financial Excel functions)
- Good understanding of bookkeeping procedures
- Time-management and organization skills
- Confidentiality
- BSc degree in Finance, Accounting or Economics

SOURCE: https://resources.workable.com/finance-administrator-job-description