

This Junior Accountant job description template includes key Junior [Accountant](#) duties and responsibilities. You can post this template on job boards to attract prospect applicants.

### **Job Brief:**

We are looking for an ambitious Junior Accountant to provide support to the financial department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

Preparing financial statements and reporting are a large part of the junior accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operation of the department and help the company be fully aware of its financial condition. This way it can make the right decisions and accomplish long term success.

### **Responsibilities:**

- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliations
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- Update accounts receivable and issue invoices
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- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed  
Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

### Requirements:

- Proven experience as a junior [accountant](#)
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. SAP)
- Qualifications (ACA, ACCA or CIMA) is a plus but not required
- BSc/Ba in accounting, finance or relevant field