

General Ledger Accountant Level 1



A vacancy has arisen for a
General Ledger Accountant

The ideal candidate should have
the following skills and attributes:

General Ledger Accountant – Level 1 Accountant

Responsibilities include:

- Responsible for the preparation and accuracy of the less complex areas of the US GAAP & Local GAAP balance sheet & profit and loss account. For example:
 - Bank Accounts
 - Fixed Asset Accounts
 - Straight forward accruals & prepayments
 - Preparation & key entry of intercompany invoices/charges
- Preparation of the monthly balance sheet reconciliations in accordance with Enterprise Wide Accounting Policies & Procedures Manual requirements for areas of responsibility.
- Supporting the preparation of actions plans / documenting issues of concern for areas of responsibility.
- Participate in transition activities including documenting to the required standard desk level procedures for assigned areas of responsibility.
- Involvement in supporting statutory audit preparation. For example:
 - Preparing schedules & obtaining supporting documentation to have it available to the auditors in accordance with timelines agreed for the audit schedule
 - Preparing aspects of the financial statements such as the more straight forward note disclosures, assisting with total checking & cross referencing of financial statement documents.

Qualifications/Work Experience:

- Undergraduate degree/diploma in accounting or limited past work experience in general ledger accounting
- Studying towards professional accounting qualification preferred but not required (ACA/ACCA/CPA/CIMA – MASTERS LEVEL Professional Qualifications).
- No requirement for previous US GAAP experience
- Fluency in English both written and oral is essential

Applications to:

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Or

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**Human Resources
Dept.**