



Analyst - Accounting (SG 23)

Optum Global Advantage (OGA) – Finance & Accounting

OGA Finance and Accounting (F&A) teams have a wide range of responsibilities across financial accounting (GAAP | Statutory Accounting Principles "SAP"), investment, cost accounting, statutory & internal reporting, accounts receivable/payable, etc. This department also includes positions responsible for financial analysis, budgeting, forecasting, financial planning, audit, tax and any financial support of a business or department.

Responsibilities for this position include, but not limited to:

- Working on various accounting & reporting processes
- Posting journal entries and reviewing accounting classifications, in accordance with US GAAP
- Supporting preparation of the financial statements and reporting schedules
- Monthly and quarterly account reconciliations and timely resolution of open items
- Solving simple problems and/or conducting analysis, including non-standard requests
- Co-ordinating with business counter parts on critical month end issues
- Preparing documentation in support of external and internal audits

Requirements:

- Bachelor's degree in Accounting or equivalent
- Strong accounting knowledge including journal entries, GL accounting etc.
- Solid foundation on accounting concepts and financials (Balance sheet, income statement etc.)
- Ability to analyze and interpret numbers
- Strong written and oral communication skills
- Assess and interpret customer needs and requirements
- Basic knowledge of Microsoft Office Applications (MS Excel | Word | PowerPoint)
- Should be presentable and confident