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# Example of Accountant Accountant Job Description

Our innovative and growing company is hiring for an accountant accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accountant accountant

* Creating journal entries to record inventory activity throughout the month, and reconciling inventory to the general ledger
* Setting material standard costs, along with updating Bill of Materials to reflect new parts, new part numbers, etc
* Analytical review of the property operations
* Maintain documents for property portfolio
* Prepare journal entries and assist in month end and year end close
* Book supplier invoices and credit memorandums into system
* Coordinate with payroll agency and human resources (HR) to record salary related expenses
* Prepare suppliers settlements and employee reimbursements
* Manage accounts payable sub-ledgers and expense related accounts
* Manage fixed assets sub-ledger and update quarterly reports to headquarter

## Qualifications for accountant accountant

* Strong technical accounting knowledge and expert understanding of accruals, cut-off and GAAP or IFRS as it relates to the AP function
* Working knowledge of a major General Ledger Systems
* French GAAP and UK experience
* International payment and statutory experience a plus (UK and France)
* Attention to detail while working under pressure to meet deadlines
* Ability to work independently and complete duties and projects with minimal supervision