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# Example of Accountant, Corporate Accounting Job Description

Our growing company is searching for experienced candidates for the position of accountant, corporate accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant, corporate accounting

* Other duties as assigned by Corporate Accounting Manager and or Supervisor
* Complete accounting close activities, including required journal entries and account reconciliations
* Partner with HR, Treasury and Legal departments to understand upcoming activity and assist with identification of possible accounting implications
* Perform technical accounting research on variety of accounting topics including accounting for complex derivative instruments and Corporate hedging strategies, stock compensation and other additional research as needed
* Assist in the preparation and tie-out of SEC reporting documents, including Forms 10Q and 10K
* Assist in preparation of quarterly forecast and annual planning process for items associated with areas of responsibility noted above
* Interface with external auditors for quarterly reviews and annual audit documentation, SOX 404 testing and other inquiries
* Quickly respond to ad hoc queries from internal customers (including Senior Management)
* Assist with the planning, preparation and issuance of periodic SEC reporting documents including earning releases, Forms 10-Q, 10-K, 8-K and Annual Report
* Assist in preparation of financial statement disclosures, ensuring they are supported with clear and well-organized documentation by maintaining supporting schedules and interfacing with external auditors and internal contacts

## Qualifications for accountant, corporate accounting

* Knowledgeable in financial reporting and general ledger accounting, forecasting/budgeting
* Must be dependable and have ability to follow through on projects to completion
* Attention to detail & data accuracy
* Ability to organize multiple competing priorities while meeting tight deadlines in a fast-paced and dynamic environment
* A proactive, results-oriented, team player
* Manage the distribution of drafts of the Form 10-K and 10-Q to various internal and external parties, including drafting emails, accumulating comments received from those parties, and inputting these changes into the various drafts