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# Example of Accountant Lead Job Description

Our growing company is looking to fill the role of accountant lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for accountant lead

* Responsible for advising business units on accounting for special transactions and providing general GAAP and consolidations guidance
* Provide work direction to technical/clerical staff and provide recommendations in the selection, recruitment, and evaluation of staff
* Monitor external and internal systems that integrate with Aurora for accuracy
* Providing guidance to A/P analysts, which requires expertise relating to Accounts Payable processes and leading group meetings as necessary
* The ability to develop solutions to complex problems which require the regular use of ingenuity and innovation
* Support and coordinate month-end requirements
* Complete special projects and assignments as assigned
* Participates in system testing for system upgrades, new systems
* Research and resolve reconciling issues and discrepancies
* Prepare complex tax returns and filings

## Qualifications for accountant lead

* Working knowledge of tax and business law
* Working knowledge of personal computer software programs for financial applications and work processing, including Microsoft Word, Excel, PowerPoint, and Lotus Notes
* Ability to handle several projects/tasks simultaneously
* CMA or CPA
* Associates degree required, accounting/finance degree preferred
* Minimum 3 years of full cycle accounts payable experience, preferably in a large organization