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# Example of Accountant Manager Job Description

Our company is growing rapidly and is looking to fill the role of accountant manager. 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 manager

* Preparation of financial statements (internal and external)
* Preparation and analysis of management reporting
* General Ledger (SAP) maintenance
* Improve accounting and reporting processes
* Working alongside management in the operation of their business on a regular basis (the number of days andfrequency will be determined by the client, but is typically expected to be between 0.5 and 2 days per month) challenging management on aspects arising in the management accounts
* Responding to ad-hoc accounting and tax queries
* Coordinate revision of standard costs with manufacturing and management
* Review tax accounting and financial statement disclosures
* Provide tax planning assistance
* Provide new entity set up assistance

## Qualifications for accountant manager

* Offer Tax Audit assistance
* Assist with VAT exposure and planning
* Manage and supervise tax staff
* 2+ years of Real Estate Fund Accounting experience
* Overseeing 10 shop workers
* Setting up QuickBooks at their shop