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# Example of Accountant Manager Job Description

Our growing company is looking to fill the role of accountant manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for accountant manager

* Assist in preparation of schedules for the internal/external audit
* Review and assessment of processes and SOX controls for accounts and processes within assigned functional areas (to include gap assessment)
* Review and assessment of policies within assigned functional areas (to include gap assessment)
* Review and assessment of roles & responsibilities of staff performing duties within assigned functional areas
* Development of policies within assigned functional areas (in coordination with upper management)
* Assurance of timely completion and review of account reconciliations within functional area
* Assurance that monthly and quarterly SOX controls within functional area have been completed & adhered to
* Assurance that monthly close schedule is adhered to for areas of responsibility
* Review fund documents to understand various fund structures economics for each vehicle
* Review monthly reporting packages and files provided by the business groups

## Qualifications for accountant manager

* Fully qualified accountant, ACA, ACCA, or CIMA
* MBA and/or CPA a nice plus
* A minimum of 6 years hands on accounting experience from Big 4 and with commercial experience
* Solid accounting background with an excellent understanding of the monthly close and reporting process, exposure to internal financial reporting standards and investment company accounting a plus
* Have at least three to four years practice experience coupled with exposure to supervisory experience
* 100 % comfortable with all aspects of accounts preparation