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# Example of Accountant Job Description

Our company is growing rapidly and is hiring for an accountant. 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

* Consolidation of accounts for Singapore and properties
* Handle wine purchase payments
* Wine inventory tracking / reconciliation
* Preparing journal entries and ensure that the general ledger activity is accurate and complete
* Monthly preparation, review and analysis of assigned account reconciliations
* Month end close responsibilities include assisting the accounts payable department with invoice processing
* Assisting with the preparation of balance sheet
* Interaction with internal/external auditors and prepare supporting materials during audits and quarterly reviews
* Assisting with preparation of monthly Focus package to be submitted to firm’s regulatory department
* Working closely with the Managers and Partners in all aspects of business management

## Qualifications for accountant

* License is preferable
* Good in Maths
* Ability to work as part of a team and on their own
* Functional knowledge in peripheral disciplines like local taxation and statutory requirements PeopleSoft Financials would be strongly preferred
* Solid knowledge of Microsoft Office applications, especially Microsoft Excel, is required
* Ability to solve routine problems of limited scope and complexity following established policies and procedures to work under very general supervision