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# Example of Accountant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Acting as a liaison with external auditors and governmental agencies ensuring compliance with statutory reporting requirements
* Other responsibilities and initiatives as assigned
* Book and reconcile Daily Box Office and weekly Ticketmaster activity
* Assist in preparation, depositing and posting of cash receipts to the GL
* Responsible for all invoice preparation related to suite & sponsor activity miscellaneous other billings
* Reconcile and analyze GL accounts including bank accounts, accounts receivable, prepaids, accounts payable, accrued liabilities, and other accounts as required
* Prepare and/or upload various journal entries
* Assist in reconciliation and processing of check runs as required
* Ensure compliance with department policies and procedures 404 compliance
* Cash Monitoring - ensure cash processing for internal and external accounts is accurate and well controlled

## Qualifications for accountant

* Tax Returns (VAT)
* Min 2.2 Degree
* Recently Qualified ACCA or CIMA is an advantage
* Bachelor's Degree in Accountancy/Finance or ACCA equivalent with more than 3 years of finance & accounting experiences
* Proficiency in written & spoken Mandarin
* Exposure in Real Estate industry will be advantangeous