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# Example of Accounting Compliance & Reporting Job Description

Our company is looking for an accounting compliance & reporting. 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 accounting compliance & reporting

* Assist senior accountant to handle full set of books and other tailor made management reports
* Assist in payroll and MPF and payment processing
* Assist in preparing tax returns, visa and related matters (for tax compliance team only)
* Data entry and prepare vouchers
* Provide financial information to management by researching and analysing accounting data
* Secondment and work at client’s offices to carry out the accounting work
* Assist with preparing document requests for approximately 35 external audits, including the annual financial statement, A-133, foundation, and benefit plan audits, as necessary
* Assist with researching of technical accounting guidance in relation to the drafting of accounting treatment forms to document the proposed accounting treatment of unique and/or complex transactions occurring throughout PSJH
* Perform periodic reviews of application of policies and procedures to ensure compliance with the standards
* Assist in monthly review of system consolidated financial statements to ensure accuracy, completeness and timeliness of reporting for Executive Management, the Audit and Compliance Committee, and Board of Directors’ packets

## Qualifications for accounting compliance & reporting

* Excellent Skills in use of Microsoft Excel and other accounting software
* Primary Location North America-North America-United States-CA-Brea
* Job Function Finance & Accounting
* Assist with documentation and maintenance of standard finance policies for PSJH
* Five (5) years financial or accounting experience and a solid understanding of accounting principles and practices
* Demonstrate a high-level of accuracy even under pressure